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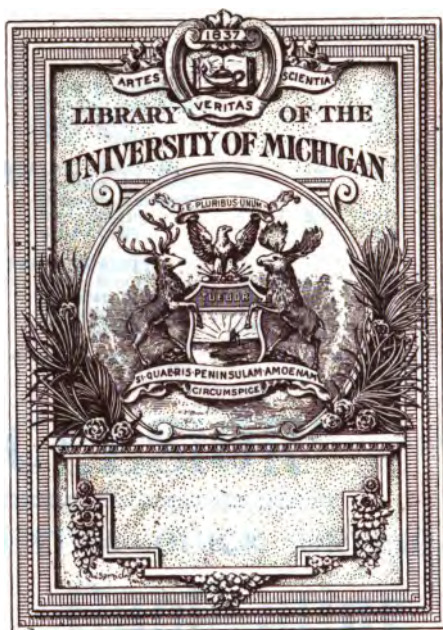
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VOL. XXXIV.

BRICKMAKERS’ ACCOUNTS

BY

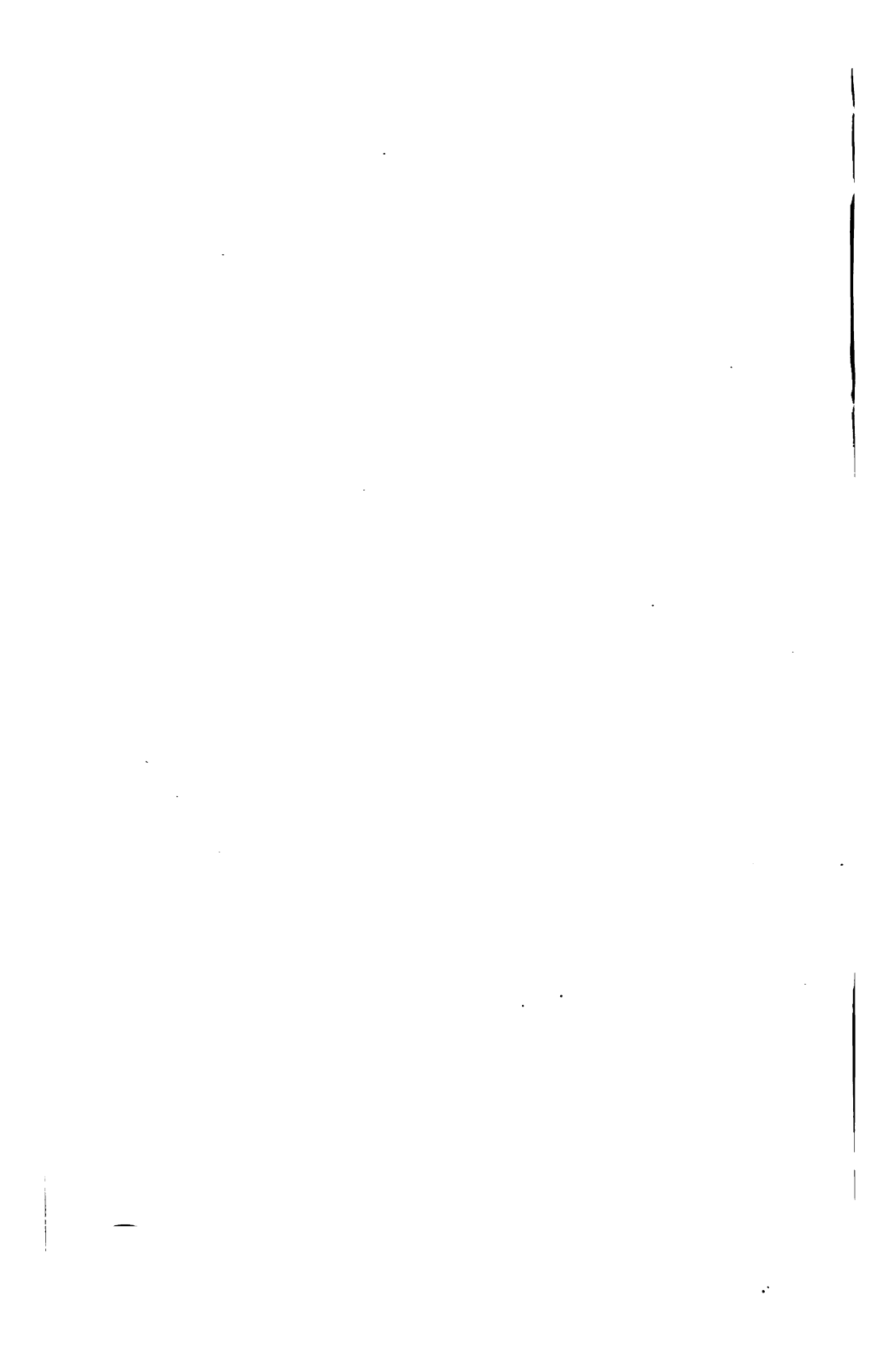
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EDITOR'S PREFACE.

THE object of the series of handbooks that is being published under heading of THE ACCOUNTANTS' LIBRARY is to provide, at a reasonable price, detailed information as to the most approved methods of keeping accounts in relation to all the leading classes of industry whose books call for more or less specialised treatment. No such series has hitherto been attempted; but there exist, of course, numerous separate works dealing with the accounts of one particular class of undertaking. These separate works are, however, for the most part either too expensive, or too superficial to answer the purpose that is particularly aimed at by THE ACCOUNTANTS' LIBRARY, which is intended to supply the student with that specialised information which he may require, while at the same time affording to the trader, banker, or manufacturer who is not in a position to secure the fullest information for his purpose, knowledge which can hardly fail to be of the very greatest assistance to him in the correct keeping of his accounts, upon a system specially adapted to his requirements, and therefore involving a minimum expenditure of labour. It is expected that the series will also be found of material assistance to bookkeepers of all classes.

Without aiming at giving an exhaustive account of the manner in which each separate business is conducted, the technical points in connection with each industry will receive as much attention as is necessary in order fully to elucidate the system of accounts advocated, while each volume will be the work of one who has made that particular class of accounts more or less a speciality. It is obvious, however, that to enable the necessary ground to be covered in the space available, it is incumbent to assume upon the part of the reader a certain knowledge of general bookkeeping. The extent of the knowledge assumed will vary according to the nature of the class of accounts considered. For example, in the volumes on "Bank Accounts" and "Shipping Accounts," a thorough acquaintance with ordinary double-entry bookkeeping is not unnaturally assumed; but in the case, for instance, of "Auctioneers' Accounts," "Domestic Tradesmen's Accounts," and other similar volumes, such explanations are included as will enable the ordinary intelligent reader fully to grasp the methods described even although his knowledge of bookkeeping may be of an elementary description. These explanations are, doubtless, superfluous as far as accountants are concerned, but are necessary to make the volumes of value to the majority of those specially engaged in these particular industries.

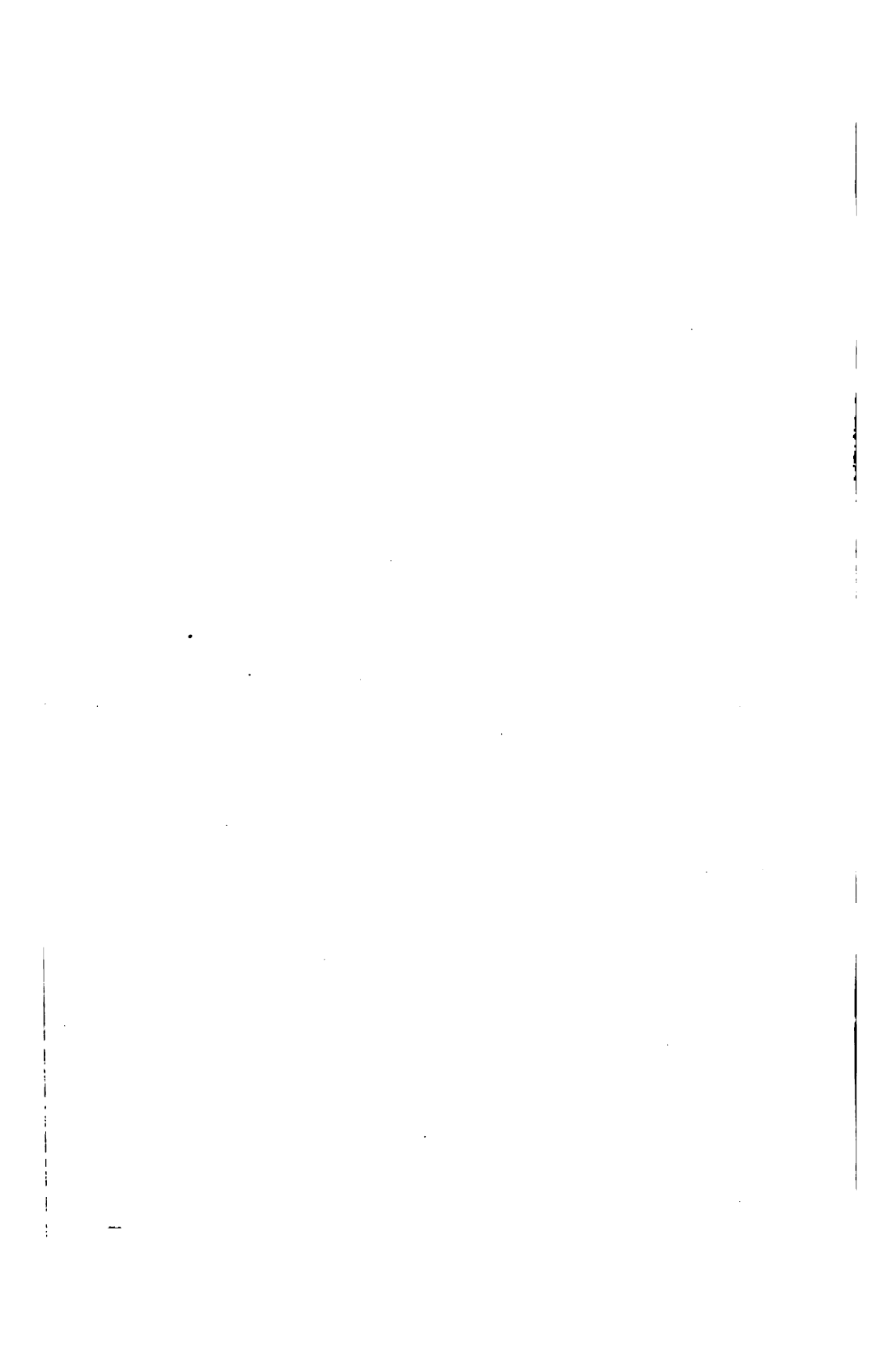
To subscribers for the whole series it may be added that, when completed, it will form a most valuable and practically complete library, dealing, at the hands of specialists, with practically every class of accounts, and illustrating the application

of the theory of double-entry as described in general works on bookkeeping.

The first series (of twenty volumes) has already been completed, and particulars of the subjects dealt with will be found on p. i. A second series (which will comprise about thirty more volumes) is now in progress, which when issued will complete the scheme. Many of these have already been arranged for, but the Editor will be glad to receive suggestions and offers from accountants of experience for the undertaking of volumes not yet announced.

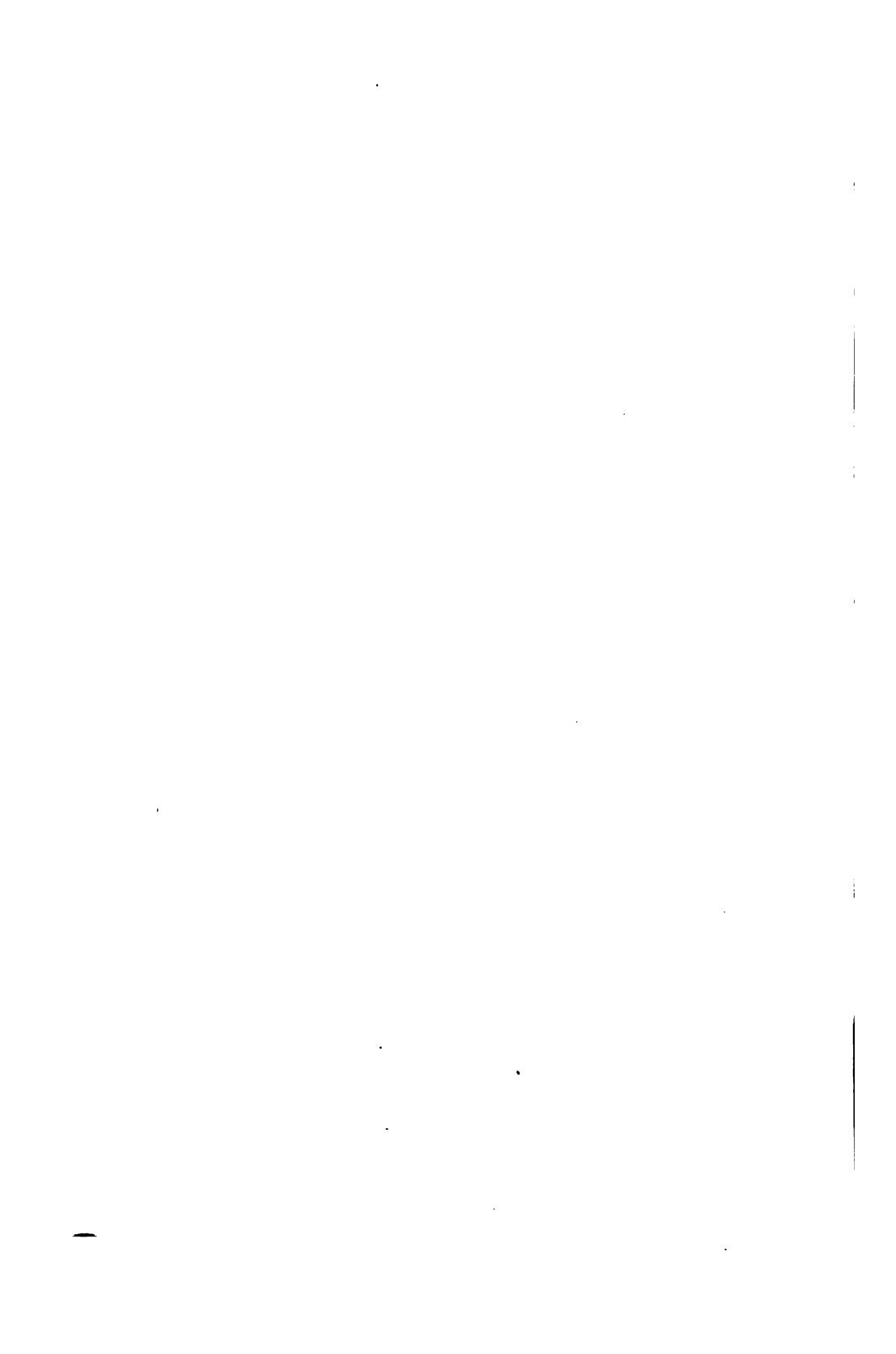
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INTRODUCTION.

IN the following pages the course has been adopted of beginning with specimen Balance Sheets and Profit and Loss Accounts of two different brick businesses, with the relative schedules attached, and following upon these there is a list of books with specimen entries and notes.

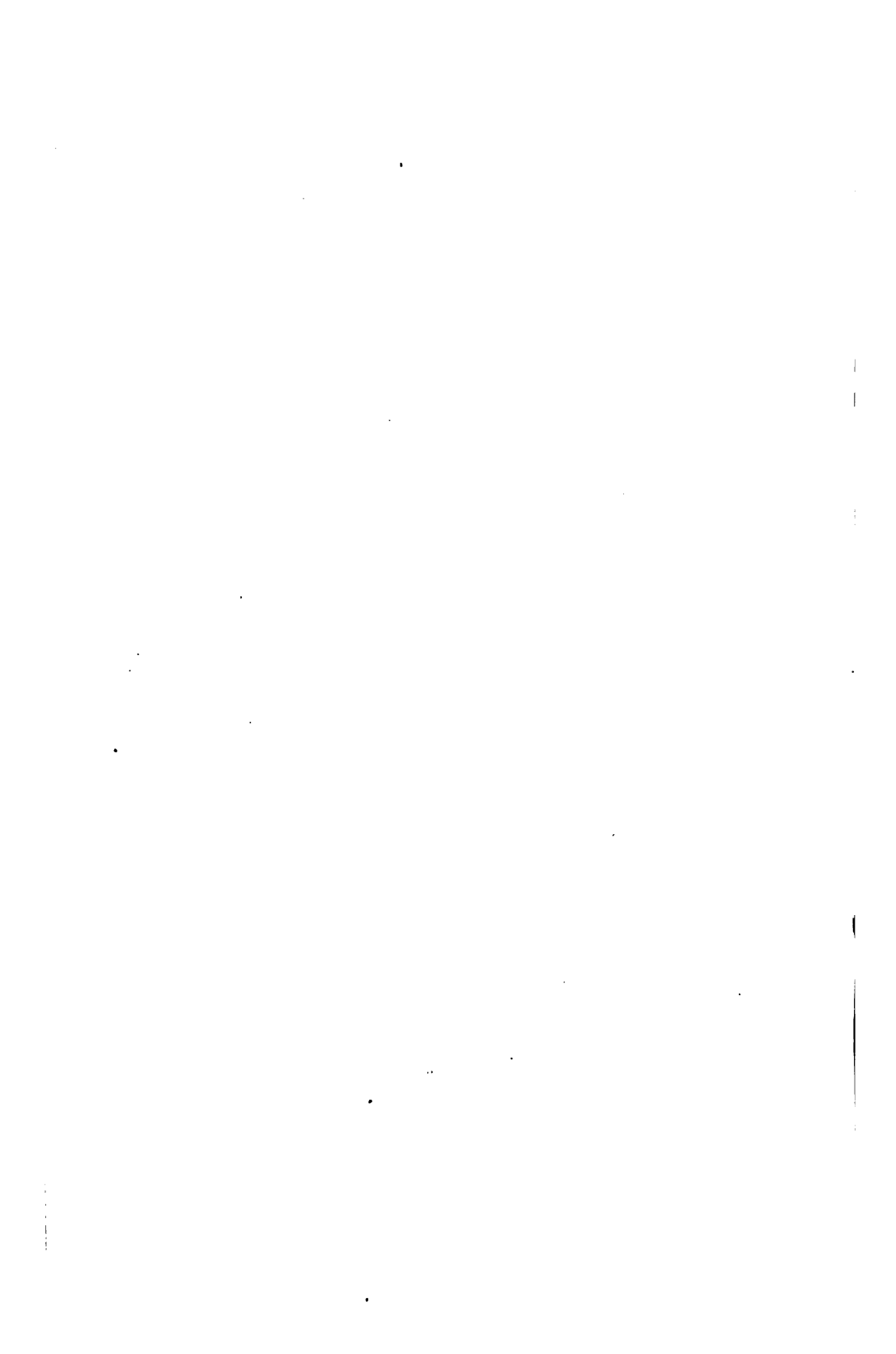
The first contains figures relating to the accounts of a brick company manufacturing "Fletton" bricks in the neighbourhood of Peterborough.

Following this is the Balance Sheet and Profit and Loss Account, with relative lists, of a private firm manufacturing London stock bricks.

Although in neither case are the results taken from any actual company or firm, the figures employed are based on actual experience, and should prove of use for comparison with the results individually obtained by manufacturers in the regular course of their business.

Following these accounts there are forms of books with *pro formâ* entries and explanations.

The above plan, it is believed, will appeal to the experienced accountant or bookkeeper, whilst the beginner will be more likely to take an intelligent interest in the system of books if he in the first place realises clearly the object for which they are kept—namely, that the proprietors may periodically have before them a clear statement of their financial position as shown by the Balance Sheet, and a detailed account of how these results have been arrived at, as shown by the Profit and Loss Account.



BRICKMAKERS' ACCOUNTS.

CHAPTER I.

DESCRIPTIVE SKETCH—VARIETIES IN MANUFACTURE—PLAN OF BOOK.

BRICKMAKING is one of the most ancient arts, for we read in Genesis (Chapter XI.) that the descendants of Noah proposed to "make bricks and burn them thoroughly," for the purpose of building the Tower of Babel.

Pharaoh, about 1,500 years before the Christian era, increased the burdens of the Israelites by compelling them to find their own straw for brickmaking; and in explanation of this it is interesting to note that at this day in Egypt the bricks are made with Nile mud and cut straw. These are, however, adobes, or sun-dried bricks, and are not burned with fire.

The Greeks made bricks to a certain extent, but the Romans greatly improved the art, and probably they were the first to burn bricks in kilns.

In this country, after the Roman occupation, the art of brick-making seems to have been at a standstill until the thirteenth century. Some have thought that the manufacture was carried on under the direction of Alfred the Great, but, if this is so,

there is no authentic account of any building in his reign in which they are said to have been used. The Anglo-Saxon Chronicle states that he repaired London in the year 886, but no special mention of bricks is made.

In the time of Henry VI. (1430-1461) brick construction was not general, but Hurstmonceux Castle, Sussex, built early in this king's reign, is one of the principal brick buildings of the period; whilst the Lollards Tower of Lambeth Palace, built in 1454, still remains to us.

In the statute c. 4 of the 17th year of King Edward IV., provision is made for the better manufacturing of tiles, which are prescribed to be $10\frac{1}{4}$ in. \times $6\frac{1}{4}$ in. \times $\frac{5}{8}$ in. The brick-earth is to be dug before the 1st November, and left exposed to the action of the atmosphere until the following March, when the manufacture may take place. Sellers of defective bricks are to forfeit to the buyer double the value of the same and "make fine and ransom to the King at his will."

In the reigns of Henry VIII. and Elizabeth a great development took place in brick buildings, and the older portion of Hampton Court Palace, built in 1514, is a good example of mediæval brickwork.

In the year 1625 Charles I. regulated the size of bricks, they having previously been of different sizes in England. (See 1 Chas. I., chap. 5 & 6, Taxation.)

George III. in 1784 subjected bricks to a tax which was not repealed till 1850, in which year the tax was paid upon an output of 1,700,000,000 bricks, being at a rate varying from about 4s. 6d. to 10s. per thousand according to the quality.

The brickmaking trade is at present carried on in various parts of the United Kingdom, and whilst the books necessary

for recording the operations of businesses of this kind are practically the same, the nature of the operations differs in many respects, and the trading results vary in accordance with the character of the raw material and the uses for which the finished articles are required.

There are the fire-bricks of Leeds and Stourbridge, the Staffordshire blues, the red bricks of Leicester and Sussex, and the London stocks, made in Middlesex, the Thames Valley, and the home counties. Finally, there are the Fletton bricks, made in the neighbourhood of Peterborough, where such an enormous trade has grown up within the last fifteen years that it is said the Great Northern Railway now carry more than a million tons of bricks from Peterborough to London every year, and it is stated that 800,000,000 "Flettons" are manufactured annually in the district. An acre of this shale, say, 100 feet deep, will yield at a moderate computation over fifty million bricks, a fact sufficient to illustrate the importance of the trade. However, it is not necessary to enlarge on the subject, as, like other industries, brickmaking is ably dealt with by its own journalistic press.

Having given a brief outline of the history of brickmaking and the present position of the industry, we will now proceed to carefully consider the best means for the trader to record his transactions.

The simplest and most direct method of bookkeeping is always the best, and the following system of books and accounts, if carefully carried out, will give the business man all the information necessary to enable him to control successfully the various manufacturing operations.

Two typical sets of accounts have been prepared, and are set forth hereafter, namely:—

(1) The Fletton-Borough Brick Company, Limited, giving a full set of accounts relative to the works of a company manufacturing machine-made bricks in the Fletton district, near Peterborough ; and,

(2) Best's London Stock Brickyard (a private firm manufacturing London "stock" bricks), which furnishes the Balance Sheet, with schedules, and Profit and Loss Account of a Stock Brick Yard in the Thames Valley, producing hand-made bricks.

THE FLETTON-BOROUGH BRICK COMPANY, LIMITED.

This set of accounts contains the following :—

- (A) Balance Sheet at the 30th September 1903.
- (B) Profit and Loss Account.
- (C) List of Creditors.
- (D) List of Debtors.
- (E) List of Plant, &c.
- (F) Stock List.

BEST'S LONDON "STOCK" BRICKYARD.

(Carried on by Messrs. JOHN FACING & THOMAS BATT.)

This set of accounts contains the following :—

- (G) Balance Sheet at the 31st December 1903.
- (H) Profit and Loss Account.
- (I) List of Creditors.
- (J) List of Debtors.
- (K) List of Plant, &c.
- (L) Stock List.

Following the two before-mentioned Balance Sheets is a complete set of Brickmakers' Books. Actual bookkeeping entries are shown, and each book has a page in front set apart for explanatory notes.

LIST OF BOOKS.

Practically the same books apply to both sets of accounts.
They are as follows :—

- (M) Cash Book (Bank Account).
 - (N) Petty Cash Book.
 - (O) Sales Book.
 - (P) Bought Book.
 - (Q) Sales Ledger.
 - (R) Bought Ledger.
 - (S) Private Ledger (Nominal Accounts).
 - (T) Journal.
 - (U) Sales Delivery Notes.
 - (V) Wages Book.
 - (W) Order Book.
 - (X) Stock Book.
 - (Y) Ledger Balances Book.
 - (Z) Manager's Monthly Report Book.
-

CHAPTER II.

**THE ACCOUNTS OF THE FLETTON - BOROUGH
BRICK COMPANY, LIMITED, AT THE
30th SEPTEMBER 1903.**

THE Fletton bricks take their name from the village of Fletton, three miles south of Peterborough, where about the year 1885 they were first manufactured. There are in the district large deposits of shale of depth varying from 30 feet to over 100 feet. No water is used in the manufacture, and the bricks are made entirely by machinery.

The clay is hauled from the pit into the grinding shed, where it is ground in a heavy "edge runner" mill running on perforated plates. The ground clay in the form of dust and small pieces falls into a pit below, and is thence carried, by a series of cups fitted to an endless band, to an upper platform. The ground shale is then conveyed into a hopper, and gravitates into a machine in which sufficient powder as material for one brick is automatically measured off, and upon which great pressure is brought to bear by a series of levers. There are various makes of presses, manufacturing on a single machine from 5,000 to 10,000 bricks per day.

The unbaked, or "green," bricks as they come away from the press are of sufficient hardness to be handled without damage, and have been manufactured within a few minutes of the material being dug from the virgin shale in the pit.

They are wheeled away at once, and stacked in one of the chambers of the Hoffmann kiln in such a manner as to allow a space between the bricks to enable them to be thoroughly fired.

The usual Hoffmann kiln is an oblong building, very substantially built of brick, approximately 150 feet long and 75 feet broad. It contains 16 or 18 chambers—14 feet by 16 feet, inside measurement—capable of holding from 20,000 to 25,000 bricks each. A centre shaft 150 feet high communicates by flues with all the chambers, and can be cut off from, or connected with, each at pleasure.

From a million to a million and a-half bricks will be used in building the kiln and shaft of the proportions mentioned.

An approximate reduction in size of one-eighth and a reduction in weight of 2 lbs. occurs in each green brick between the time it is placed in the kiln and the period at which it is sufficiently dry to allow of the burning process being commenced. The usual weight of the finished brick is $5\frac{1}{2}$ lbs., and the size for the London trade is $8\frac{3}{4}$ in. \times $4\frac{1}{2}$ in. \times $2\frac{5}{8}$ in.

When the bricks are sufficiently dried by the drying or "tanning" fires, the outside doors of the kiln chamber are closed and the fire is diverted from the adjoining chambers, after which the burning is kept continuous by the addition of coal dust, supplied through small apertures in the roof of each chamber of the kiln.

The bricks, as before explained, are actually made in a few minutes, and approximately take six days to dry, nine days to burn (from the time the inside fires are brought in from the adjoining chambers), and six days to cool. They can then be extracted from the kiln and placed direct in the railway truck. In well-equipped works the railway siding adjoins the kilns,

so that the bricks may be put direct into the trucks, the expense of additional handling being thus saved.

The actual cost of making "Fletton" bricks compares very favourably with other districts, and the loss in burning is practically nil.

The foregoing being a short summary of the process of manufacture, we now come to deal with the figures.

The following comprise a complete set of the accounts at the 30th September 1903 of The Fletton-Borough Brick Company, Limited, which include :—

- (A) Balance Sheet at the 30th September 1903.
- (B) Profit and Loss Account for the twelve months.
- (C) List of Creditors.
- (D) List of Debtors.
- (E) List of Plant, &c.
- (F) Stock List.

II

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B.

THE FLETON-BOROUGH

Dr.

PROFIT AND LOSS ACCOUNT for the

Item No.		£	s	d	£	s	d
<i>To Manufacturing Expenses—</i>							
1	Wages, Brickmaking and Callowing	3,974	2	6			
2	Foreman, Drivers, Shunters, &c. ..	631	3	8			
3	Coal (Kilns)	1,045	12	2			
4	(Engine)	503	8	0			
5	Oil and Sundry Stores	374	6	6			
6	Machinery Repairs	263	0	7			
7	Works Sundry Expenses	160	13	3			
8	Assumed Royalty of 1/- per 1,000	900	0	0			
					7,852	6	8
<i>To Trade and Management Expenses—</i>							
9	Rates and Taxes	369	4	6			
10	Fire Insurance	27	10	0			
11	Workmen's Compensation Assurance	50	0	0			
12	Manager's Salary	500	0	0			
13	Agents' Commission and Charges	375	0	0			
14	Travelling Expenses	23	4	5			
15	Horse-keep	63	10	6			
16	Stationery	56	8	0			
17	Office Salaries	200	0	0			
18	Office Sundry Expenses	58	17	10			
19	Bad Debts	76	2	2			
20	Law Charges	26	5	0			
21	Audit Fee	50	0	0			
					1,876	2	5
<i>To Special Charges—</i>							
22	Debenture Interest	675	0	0			
23	Directors' Fees	400	0	0			
24	Expenditure during construction — Amount written off	1,000	0	0			
25	Depreciation of Machinery	1,000	0	0			
26	Income Tax	328	4	11			
					3,403	4	11
27	Balance, being Profit transferred to Balance Sheet				5,506	16	8
					£18,638	10	8

Note.—The value of the Stock at the beginning and end of

13

BRICK COMPANY, LIMITED.

Cr.

[illegible]

the year has been apportioned under the various headings.

B.

THE FLETON-BOROUGH BRICK COMPANY, LIMITED.

COMPARATIVE STATEMENT OF PERCENTAGES ON SALES.

Item No.	Item	Per cent. on Net Sales		
		30 Sept. 1903	30 Sept. 1902	30 Sept. 1901
1	Wages—Brickmaking, &c.	21'32	21'65	22'07
2	Foreman, &c.	3'39	3'45	3'61
3	Coal—Kilns	5'61	5'81	6'22
4	Engine	2'70	2'89	3'11
5	Oil and Sundry Stores	2'0	2'15	2'34
6	Machinery Repairs	1'41	1'48	1'64
7	Works Sundry Expenses	'86	'90	1'04
8	Assumed Royalty	4'84	4'91	5'03
	<i>Manufacturing</i>	42'13	43'24	45'06
9	Rates and Taxes	1'98	2'20	2'42
10	Fire Insurance	'15	'22	'28
1	Workmen's Compensation Insurance	'27	'34	'38
2	Manager's Salary	2'69	3'20	3'48
3	Agents' Commission and Charges	2'02	2'38	3'04
4	Travelling Expenses	'12	'15	'36
5	Horse-keep	'34	'42	'51
6	Stationery	'30	'34	'42
7	Office Salaries	1'07	1'20	1'55
8	Office Sundry Expenses	'31	'28	'32
9	Bad Debts	'41	'46	'43
20	Law Charges	'14	'17	'20
1	Audit Fee	'27	'29	'31
	<i>Trade and Management</i>	10'07	11'65	13'70
22	Debenture Interest	3'63	3'70	4'34
3	Directors' Fees	2'15	2'40	2'68
4	Expenditure during construction	5'36	5'83	6'52
5	Depreciation of Machinery	5'36	5'83	6'52
26	Income Tax	1'76	1'65	1'60
	<i>Special Charges</i>	18'26	19'41	21'66
27	Balance, Profit	29'54	25'70	19'58
	Total	100'—	100'—	100'—

B.

THE FLETON - BOROUGH BRICK COMPANY, LIMITED.
COMPARATIVE STATEMENT OF COST PER 1,000 BRICKS.

	1903	1902	1901
	£ s d	£ s d	£ s d
I.—WAGES:—			
Knot-hole men, Pan Feeders, Setters, and Callowing	0 2 7	0 2 8	0 2 8½
Hopper Feeders, Press boys, and Smudge boys ..	0 0 6	0 0 6	0 0 6
Burners	0 0 6	0 0 6	0 0 6
Drawers	0 0 8	0 0 8	0 0 8
	0 4 3	0 4 4	0 4 4½
Engine Drivers, Oilers, Foreman, Spare men, Shunters, &c.	0 0 8	0 0 8	0 0 8½
<i>Wages</i>	0 4 11	0 5 0	0 5 0½
II.—COAL, &C.:—			
Coal for Kilns	0 1 0	0 1 0½	0 1 0½
Engine	0 0 6	0 0 6½	0 0 7
Oil and Sundry Stores	0 0 3	0 0 3½	0 0 3½
<i>Coal, &c...</i>	0 1 9	0 1 10½	0 1 11½
<i>Wages, Coal, &c.</i>	0 6 8	0 6 10½	0 7 0
III.—SUNDRY EXPENSES:—			
At Works	0 0 2½	0 0 2½	0 0 2½
Sinking Fund (Royalty)	0 1 0	0 1 0	0 1 0
Rates, Taxes, and Insurance	0 0 6	0 0 6½	0 0 6½
Manager's and other Salaries	0 0 9½	0 0 11	0 0 11½
Agents' Commission and Charges	0 0 5	0 0 6	0 0 7½
All other Charges	0 0 7½	0 0 10	0 1 2½
<i>Sundry Expenses</i>	0 3 6	0 3 11½	0 4 7
<i>Wages, Coal, &c., and Expenses.</i>	0 10 2	0 10 10	0 11 7
IV.—SPECIAL CHARGES:—			
Depreciation of Machinery	0 1 1½	0 1 2½	0 1 4½
Mortgage Interest	0 0 9	0 0 9½	0 0 10½
Directors' Fees and Income Tax	0 0 9½	0 0 10½	0 0 10½
<i>Special Charges</i>	0 2 8	0 2 10	0 3 1½
<i>Cost of Production</i>	0 12 10	0 13 8	0 14 8½
V.—SURPLUS	0 7 10½	0 6 10	0 5 4½
<i>Sale Value</i>	£1 0 8½	£1 0 6	£1 0 1½

C i.

THE FLETON-BOROUGH BRICK COMPANY, LIMITED.

CREDITORS (BILLS PAYABLE), 30th September 1903.

No. of Acceptance		Due Date		Amount
183	North Country Engineering Company .. (Sundry Machinery, Fittings, &c.)	1903 Oct. 4	£ s d ..	£ s d 148 8 8
184	Southern Brick Press Manufacturing Company, Lim. (Brickmaking Machinery)	Nov. 28	..	563 14 11
185	Western Construction Company, Lim. (Rails and Wagons for Light Railway and Sleepers)	Dec. 4	263 10 10	
186	Do. do.	1904 Jan. 4	263 10 10	
187	Do. do.	Feb. 4	263 10 10	
188	Do. do.	Mar. 4	92 7 10	
				883 0 4
	See Balance Sheet A	£1,595 3 11

C II.

CREDITORS (TRADE, &c.), 30th September 1903.

Bought Ledger Folio			£ s d
78	Adams, Albert—		
	Sundry Stores	7 5 0
29	Barber & Sons—		
	Tools and Fittings	239 7 6
32	Crowther & Carstairs—		
	Wire Rope, &c.	51 11 8
101	Dowling & Dunk—		
	Boiler Composition	2 19 10
26	Enfield Forge Company, Lim.—		
	Steel Joists and Plant	1,312 11 8
58	Foster & Co., Lim.—		
	Brick Oil	30 11 6
36	Gee & Co. (London)—		
	Sundry Printing, Books, &c.	64 12 8
47	Great Eastern Railway Company—		
	Railway Charges	661 12 11
151	Hughes & Co., Lim.—		
	Timber	29 0 4
209	Humphery, D.—		
	Tin Plates	203 0 3
105	Morrison, James—		
	Coal	585 7 2
195	Rutter & Co.—		
	Agency Charges	23 12 10
263	Wages Reserve	50 0 0
	See Balance Sheet A	£3,261 13 4

C III.

THE FLETON-BOROUGH BRICK COMPANY, LIMITED.

CREDITORS (DIRECTORS' FEES), 30th September 1903.

Private Ledger Folio			
26	Coombe, John	£ s d 30 0 0
26	Fielding, R. R.	30 0 0
26	Macdonald, Angus	30 0 0
26	Rust, George (Chairman)	46 7 1
	See Balance Sheet A	£136 7 1

C IV.

CREDITORS (DEBENTURE AND MORTGAGE INTEREST),

30th September 1903.

Private Ledger Folio			
10	Coupon No. 1	£ s d 2 10 0
12	" " 2	2 10 0
14	" " 3	2 10 0
16	" " 4	2 10 0
18	" " 5 (Subject to Tax Adjustment)	102 1 10
50	Reserve for Debenture Coupon No. 6, Interest accrued due	337 10 0
	See Balance Sheet A	£449 11 10

D I.

THE FLETON-BOROUGH BRICK COMPANY, LIMITED.

DEBTORS (BILLS RECEIVABLE), 30th September 1903.

Private Ledger Folio		Due Date			
		1903		£	s d
269	Hampton, John	Oct. 6	..	111	12 11
269	Lion, Wm.	Oct. 24	..	106	1 10
269	Party, C...	Oct. 15	..	45	11 8
269	Unity, E. C.	Nov. 28	..	60	0 0
269	Walkden & Co.	Oct. 15	150 0 0		
269	Do.	Nov. 15	150 0 0		
269	Do.	Dec. 15	150 0 0		
		1904			
269	Do.	Jan. 15	221 16 11		
				671	16 11
	See Balance Sheet A		£995	3 4

D II.

DEBTORS (SUNDRIES), 30th September 1903.

Sales Ledger Folio					
				£	s d
45	Arundel & Co., Lim.	29	11 6
59	Builders' Wholesale Society, Lim.	112	18 4
49	Champion & Sons, Jonas	30	9 10
103	George, Thomas	51	0 8
50	Heather Brothers	45	11 3
729	Mudge & Simpson	386	7 0
1	Simpson, J. P.	204	16 8
100	Southall, A. E.	2	3 0
17	Togo, A.	100	0 0
182	Truman, E...	831	13 3
207	Varley & Co.	575	12 5
57	Waterhouse, Peter	212	0 0
	See Balance Sheet A	£2,582	3 11

E.

THE FLETON-BOROUGH BRICK COMPANY, LIMITED.
BUILDINGS, FIXED MACHINERY AND PLANT.

BUILDINGS.

Boiler House.
 Engine House.
 Fitters' Shop.
 Machine House.
 No. 1 Hoffman Kiln.
 " 2 " "
 " 3 " "
 " 4 " "
 Offices.
 Stables.

FIXED MACHINERY AND PLANT includes

- 12 Whittaker Brickmaking Machines, single strong
 Machines.
 3 9' Whittaker Pans (open base, perforated
 bottom).
 3 Sets Elevator Gear.
 3 Adams' Patent Piano Wire Screens.
 3 Sets Hauling Gear (Whittaker's), Rails, Sleepers,
 Points, Crossings, Tip Wagons, Shafting,
 Pulleys, Belting, Wire Cables for Hauling,
 &c.
 1 150 I.H.P. Tandem Compound Condensing
 Engine, by Ruston, Proctor & Co., Lincoln.
 2 Boilers, 26' x 6' 6".
 Fitters' Shop, containing Drilling Machine,
 Planing Machine, Lathe, Bench with 2
 vices, Blacksmith's Hearth and Anvil.

Valued at

£20,772 19 1

(See Balance Sheet A) ... £20,772 19 1

F.

THE FLETON-BOROUGH BRICK COMPANY, LIMITED.

LOOSE PLANT, TOOLS & APPLIANCES.

30th September 1903.

LOOSE PLANT—						£	s	d	£	s	d
	Force Pump and Hose	4	4	0			
	Grindstone and Frame	2	10	0			
	Blacksmith's Forge	3	15	0			
4	Moulds (Whittaker)	12	13	4			
2	Injectors	6	0	0			
	Mortar Pan (unfixed)	38	0	6			
	Pump and Hose	4	15	0			
	Pulsometer and Fittings	40	5	5			
2	Tip Wagons (Wood)	5	0	0			
6	" " (Steel Side)	40	0	0			
	" " (Steel End)	9	7	6			
15	Crowding Barrows	17	17	0			
1,200	Hack Covers	60	0	0			
	Wheeling Plates, 4 tons	28	0	0			
18	Navvy Barrows	9	0	0			
	Portable Railway, 220 yards	41	5	0			
	Rails, 1 ton	3	15	0			
2	Carts	22	10	0			
						348	17	9			
Less 5 % ..						17	8	11			
									331	8	10
TOOLS AND APPLIANCES—											
	Sets of Stocks and Dies (3)	5	0	0			
	Fitters' Bench (1)	1	0	0			
	Pair Vice (1)	1	10	0			
	Spanners (14)	1	8	0			
	Pipe Wrenches (2)	0	8	0			
	Chisels (6)	0	6	0			
	Files (6)	0	9	0			
	Drifts (6)	0	6	0			
	Sets of Firing Tools (2)	3	0	0			
	Belt Cramps (1 set)	2	2	6			
	Boring Auger (1)	0	6	6			
	Pump and Hose (1)	0	10	6			
	Stone Breaking Hammers (6)	0	4	6			
	Steel Bars (6)	2	8	0			
	Wagon Levers (2)	0	15	0			
	Tongs (1 pair)	0	5	0			
	Anvil (1)	0	10	0			
	Pair Vice (1)	1	10	0			
	Spanners (8)	1	0	0			
	Oil Cans (3)	0	4	6			
	Stall Lamps (7)	2	0	0			
	Bevil Pinions (2)	1	10	0			
	Ladders (3)	1	0	0			
	Acetylene Lamp (1)	1	0	0			
	Bags of Bolts (1)	0	15	0			
	Boiler Ferrules (24)	1	4	0			
	Wheel Valves, 1" (3)	0	9	0			
	Pipe Fittings (various)	3	0	0			
	Leather Belt (1)	1	0	0			
	Belt Fasteners (6)	0	3	0			
	Oil Cans (1)	0	2	6			
	Barrow Wheels (1)	0	2	0			
	Drums, 10 gallons (2)	1	0	0			
	Hand Railing	0	5	0			
	Piping, 1" (100 ft.)	1	17	0			
	" Water, 3" (6 lengths)	0	7	6			
	" " 4" (2 ")	0	3	0			
Carried forward ..						39	1	6	331	8	10

F.—(continued).

Stock, 30th September 1903.

	Brought forward	£	s	d	£	s	d
		39	1	6	331	8	10
TOOLS AND APPLIANCES—(continued).							
Pads for Horses (2)	0	8	9			
Dies for Pug Mill (3)	1	2	6			
Gauge Glasses (11)	0	4	0			
Glass Lubricators (6)	0	4	0			
Ladders (1)	0	10	0			
Sieves (6)	0	5	0			
Hand Lamps (3)	0	7	6			
Kiln Lamps (2)	2	5	0			
Buckets (2)	0	3	0			
Scoops (2)	0	2	0			
Cap Lifting Rods (2)	0	1	6			
Pulley Blocks, Weston's (1)	1	5	0			
Brand for Timber (1)	0	7	6			
Horse Brushes (1)	0	1	0			
Curry Combs (1)	0	1	6			
Sweeping Brushes (1)	0	2	6			
Funnels (2)	0	6	0			
Jack Rule (1)	1	0	0			
Shovels (2)	0	4	0			
Spades (1)	0	2	3			
Hand Saws (1)	0	2	6			
Hammers (1)	0	2	6			
" (1)	0	4	6			
Rail Dogs (1 cwt.)	0	2	6			
Elevator Buckets (12)	0	10	0			
Ropes, Hemp (1)	0	12	6			
Steel Wire	0	1	0			
Guide Pulleys, Rope (4)	0	15	0			
C. I. Pulley (1)	1	15	0			
" (1)	2	0	0			
" (1)	1	15	0			
Spouting Heads, 4" (2)	0	3	0			
Off-Bearing Barrows (4)	3	9	0			
Set Points and Crossings, Cast (1)	0	7	6			
Manhole Cover and Seating (1)	2	0	0			
Cylinder Moulds (1)	0	15	0			
Sheet Iron, 3"	0	5	0			
Smudge Barrows (2)	1	0	0			
Pan Grates (7)	4	4	0			
Wire Roping, Old (200 ft.)	0	10	0			
Bearing-Off Boards (16)	0	8	0			
Hooks and Chains (2)	1	11	6			
Chain (64 yards)	1	12	0			
Scrap Iron (1 ton)	2	10	0			
Harness (2 sets)	5	0	0			
Shunting Gears (1)	3	15	0			
Fore Gears (1)	2	5	0			
Waterproof Sheets (6)	4	10	0			
Belts, Cotton (1)	2	0	0			
" Leather (1)	1	15	0			
Sole Bars, Oak (2)	0	10	0			
Sleepers (25)	1	5	0			
Deals—							
15' x 9" x 3" (9)	2	10	7			
10' 6" x 9" x 3" (3)	0	11	10			
12' x 11" x 3" (1)	0	6	0			
20' x 9" x 3" (2)	0	15	0			
		100	3	5			
Less 5%	5	0	2			
					95	3	3
Carried forward				426	12	1

F.—(continued).

Stock, 30th September 1903.

						£	s	d	£	s	d
	Brought forward	421	12	1
STORES—											
Engine Oil (840 gallons)	52	10	0			
Boiler Compo.	10	8	0			
Brick Oil	40	10	0			
Empty Casks	1	0	0			
									104	8	0
HORSE-KEEP—											
Hay, Old	27	0	0			
" New	15	9	9			
Oats (20½ qrs.)	20	10	0			
Chaff (1 ton)	2	0	0			
									64	19	9
HORSES—											
2 @ £22 10s. each	45	0	0			
2 @ £50 each	100	0	0			
									145	0	0
COAL—											
Smudge, 128 tons @ 8/-	51	4	0			
Slack, 122 tons @ 10/-	61	0	0			
Steam, 110 tons @ 14/-	77	0	0			
									189	4	0
BRICKS IN YARD AND MACHINE HOUSE—											
Burnt, 350,000 @ 10/- per 1,000	175	0	0			
Green, 30,000 @ 6/- per 1,000	9	0	0			
									184	0	0
IN KILNS—											
					Burnt, in Kiln.						
@ 8/- per 1,000	..	(No. 1)	..	186,000	..	74	8	0			
@ 8/- " "	..	(" 2)	..	198,000	..	79	4	0			
@ 8/- " "	..	(" 3)	..	251,000	..	100	8	0			
				Green.							
@ 6/- " "	..	(" 1)	..	200,000	..	60	0	0			
@ 6/- " "	..	(" 2)	..	160,000	..	48	0	0			
@ 6/- " "	..	(" 3)	..	120,000	..	36	0	0			
@ 20/- " "	..	In Facing Kiln, No. 5	..	49,000	..	49	0	0			
									447	0	0
	See Balance Sheet A				£1,561	3	10

[Note.—This Schedule concludes the accounts of the Fletton-Borough Brick Company, Limited, at the 30th September 1903.]

CHAPTER III.

THE ACCOUNTS OF BEST'S LONDON STOCK BRICKYARD AT THE 31st DECEMBER 1903.

SOME short outline of the course of manufacture adopted in the production of London "stock" bricks may be an assistance to the accountant and bookkeeper.

The entire process is included under the following, viz. :—

Preparation of the clay, Tempering, Moulding, Drying, Setting Bricks in Clamp, and Burning.

The preparation of the clay is carried out in the autumn months at the end of the brick season, the clay being dug, and left exposed to the effect of the atmosphere.

Tempering consists in the mixing of the clay thoroughly with chalk and cinders and furnace refuse, varying in proportion to the "fatness" of the clay. This mixture is flooded with water in large tank areas surrounded by clay walls to a depth of about three feet. In the spring, when the moisture has evaporated, water is again added, and the clay is then in a condition to be moulded. Wooden moulds are mostly used, in which the bricks are moulded by hand.

The bricks in a plastic state are, as moulded, at once wheeled to, and placed in hacks or long rows, packed so that

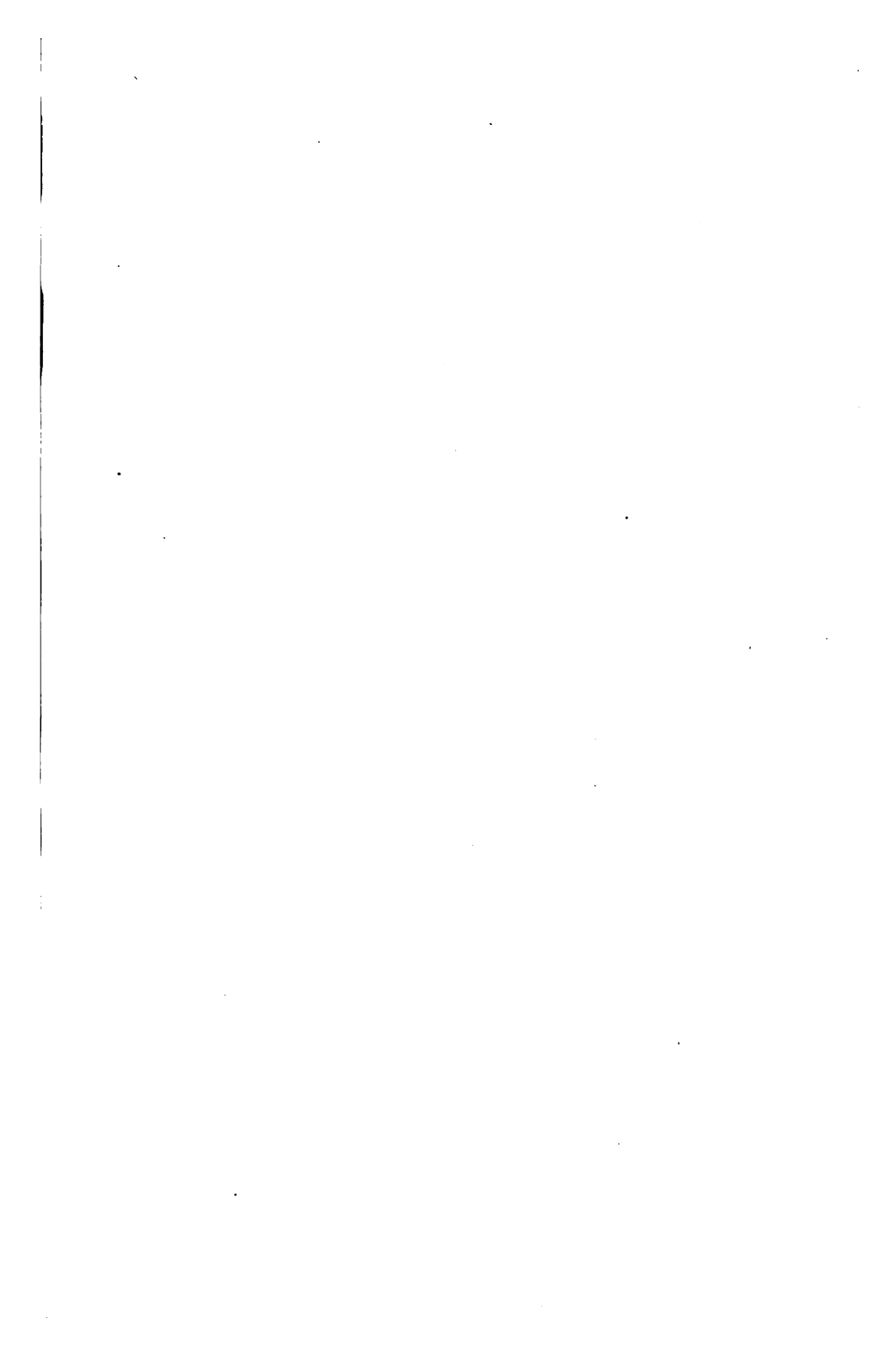
as much air as possible may circulate round them. In from two to four weeks, according to weather conditions, they will be dried and ready for placing in the kiln or in open clamps.

Burning is the next and final process, and considerable experience in the burner is requisite before this can be carried out to the best advantage.

The foregoing is a rough outline of the process of manufacture, and it will be well for the accountant, if possible, from time to time to visit the brickfields, so that he may personally watch the various operations.

The following are the accounts at the 31st December 1903 of Best's London Stock Brickyard, carried on by the partners John Facing and Thomas Batt. The statements include—

- (G) Balance Sheet at the 31st December 1903.
- (H) Profit and Loss Account for the year.
- (I) List of Creditors.
- (J) List of Debtors.
- (K) List of Plant, &c.
- (L) Stock List.



G.

STOCK BRICKYARD.

31st December 1903.

Cr.

By Cash—								£	s	d	£	s	d
At Bankers								697	2	5			
In Hand								27	8	4	724 10 9		
" Debtors—													
Bills Receivable (<i>see</i> List J ^l)								625	9	10			
Sundries (<i>see</i> List J ^{ll})								1,448	8	1	2,073 17 11		
" Stock-in-Trade (as per Stock Book)—													
Aylmer's Field Yard (<i>see</i> List L ^l)								933	2	4			
Potter's Field Yard (<i>see</i> List L ^{ll})								502	8	4	1,435 10 8		
" Horses, Harness, &c.—													
As per Valuation at this date											105 6 3		
" Loose Plant and Appliances (as per Ledger at date)—													
Aylmer's Field Yard (<i>see</i> List K ^l)								517	3	6			
Potter's Field Yard (<i>see</i> List K ^l)								483	6	3	1,000 9 9		
" Freehold Properties (Land and Buildings)—													
Aylmer's Field Yard—													
Fixed Plant £919 0 0													
Land and Buildings 3,770 16 2								4,689 16 2					
Potter's Field Yard—													
Fixed Plant 690 0 0													
Land and Buildings 2,184 11 6								2,874 11 6					
(Fixed Plant per Schedule K ^{ll})								7,564	7	8			
Less Royalty, as Sinking Fund								520	0	0	7,044 7 8		
											£12,384 3 0		

H.

BEST'S LONDON

Dr

PROFIT AND LOSS ACCOUNT,

Item No.		£	s	d	£	s	d
<i>To Manufacturing Expenses—</i>							
1	Wages, Brickmaking, and other Labour ..	2,175	12	6			
2	Foremen, Drivers, and Shunters ..	344	5	0			
3	Materials	1,459	4	6			
4	Works—Sundry Expenses.. .. .	81	6	9			
5	Royalty, 1s. per 1,000	260	0	0			
					4,320	8	9
<i>To Trade and Management Expenses—</i>							
6	Rates and Taxes	169	10	0			
7	Fire Insurance	12	18	0			
8	Workmen's Compensation Insurance	51	6	0			
9	Yard Manager's and Office Salaries	368	0	0			
10	Agents' Commission and Charges	159	7	6			
11	Travelling Expenses	27	18	3			
12	Horse-keep	39	15	0			
13	Stationery and Books	55	17	6			
14	Office Expenses	69	4	7			
15	Bad Debts	157	4	3			
16	Law Charges	13	6	8			
17	Audit Fee	50	0	0			
					1,174	7	9
<i>To Special Charges—</i>							
18	Depreciation of Machinery	304	0	0			
19	Income Tax	68	5	3			
					372	5	3
<i>To Balance transferred to Capital Account—</i>							
20	Interest on Capital @ 5 %.. .. .	545	0	0			
21	John Facing 8ths of Profit	864	3	7			
22	Thos. Batt 8ths "	518	10	2			
					1,927	13	9
					<u>£7,794</u>	<u>15</u>	<u>6</u>

H.

BEST'S LONDON STOCK BRICKYARD.

COMPARATIVE STATEMENT OF PERCENTAGES ON SALES.

Item No.		Per cent.		
		1903	1902	1901
1	Wages—Brickmaking and other labour	27'91	28'10	28'59
2	Foremen, Drivers, and Shunters	4'43	4'49	4'61
3	Materials	18'73	19'54	20'56
4	Works—Sundry Expenses	1'04	1'15	1'17
5	Royalty, 1/- per 1,000	3'33	3'33	3'33
	<i>Manufacturing Expenses</i>	55'44	56'61	58'26
6	Rates and Taxes	2'17	2'43	2'66
7	Fire Insurance	17	22	23
8	Workmen's Compensation Insurance	66	65	70
9	Yard Manager's and Office Salaries	4'75	5'08	5'65
10	Agents' Commission and Charges	2'04	2'07	2'12
11	Travelling Expenses	36	87	116
12	Horse-keep	50	59	62
13	Stationery and Books	72	86	103
14	Office Expenses	89	109	109
15	Bad Debts	2'0	2'95	2'73
16	Law Charges	17	45	31
17	Audit Fee	64	71	78
	<i>Trade and Management Expenses</i>	15'07	17'97	19'08
18	Depreciation of Machinery	3'90	4'13	4'26
19	Income Tax	87	84	79
	<i>Special Charges</i>	4'77	4'97	5'05
	<i>Surplus</i>	24'72	20'45	17'61
	Total	100'—	100'—	100'—

H.

BEST'S LONDON STOCK BRICKYARD.

COMPARATIVE STATEMENT OF COST PER 1,000 BRICKS.

	1903	1902	1901
	£ s d	£ s d	£ s d
I.—WAGES:—			
Removing Top Mould, Digging, &c., Washing			
Chalk	0 1 7	0 1 8	0 1 9½
Moulding	0 5 0	0 5 0	0 5 0
Setting	0 1 10	0 1 10½	0 1 10½
Bolting, Sorting, &c.	0 0 3	0 0 3	0 0 3½
Loading and other labour	0 1 0	0 1 0½	0 1 1½
Supervision	0 0 6	0 0 6	0 0 6
<i>Wages</i>	0 10 2	0 10 3½	0 10 6½
II.—COAL AND MATERIAL:—			
Ashes	0 0 6	0 0 6	0 0 5½
Sand	0 0 6	0 0 6½	0 0 6½
Coal	0 4 8	0 4 9	0 4 8½
<i>Coal and Materials</i>	0 5 8	0 5 9½	0 5 8½
<i>Wages, Coal, and Material</i>	0 15 10	0 16 1½	0 16 3½
III.—SUNDRY EXPENSES:—			
At Works	0 0 3½	0 0 4	0 0 4½
Sinking Fund (Royalty)	0 1 0	0 1 0	0 1 0
Rates, Taxes, and Insurance	0 0 10½	0 0 11½	0 1 0
Office Salaries	0 1 4½	0 1 6½	0 1 9½
Agents' Commission and Charges	0 0 7½	0 0 7½	0 0 7½
All other Charges	0 1 0	0 1 10	0 2 2½
<i>Sundry Expenses</i>	0 5 2½	0 6 3½	0 6 11½
IV.—SPECIAL CHARGES:—			
Depreciation of Machinery	0 1 2	0 1 3	0 1 3½
Income Tax	0 0 3½	0 0 2½	0 0 2½
<i>Special Charges</i>	0 1 5½	0 1 5½	0 1 6
<i>Cost of Production</i>	1 2 6	1 3 10	1 4 9
V.—SURPLUS	0 7 6	0 6 1½	0 5 3½
<i>Sale Value</i>	£1 10 0	£1 9 11½	£1 10 0½

I I.

BEST'S LONDON STOCK BRICKYARD.

CREDITORS (BILLS PAYABLE), 31st December 1903.

No. of Accept- ance		Due Date	
		1904	£ s d
205	David Jones, Lockyer, & Co. (Brickmaking Machinery)	17 Feb.	126 5 0
209	The Dorney & Windsor Rail Company (Sleepers)	2 Mar.	135 15 0
194	The Slough Engineering Company . . . (Machinery)	10 Jan.	250 4 0
	See Balance Sheet G	£512 4 0

I II.

BEST'S LONDON STOCK BRICKYARD.

CREDITORS (SUNDRIES), 31st December 1903.

Bought Ledger Folio			
			£ s d
149	Bede, A.	48 4 7
47	Claypole, W.	20 2 0
45	Farrow, P.	32 16 3
39	Great Western Railway Company	285 2 6
115	Jessel Cartage Company, The	47 2 1
175	Marner, S.	42 10 0
49	Morgan, W.	24 7 9
119	Protheroe, J.	46 7 6
137	Thames Valley Coal Company	127 8 4
	See Balance Sheet G	£674 1 0

J I

BEST'S LONDON STOCK BRICKYARD.

DEBTORS (BILLS RECEIVABLE), 31st December 1903.

No. in Bill Book		Due Date			
		1904	£	s	d
261	Cromwell, C.	4 Feb.	79	8	0
265	Grimson, V.	27 Mar.	126	2	4
264	Pym, W.	20 "	164	10	3
262	Vane, H.	18 Feb.	156	7	6
270	Varney, J.	29 Mar.	35	17	3
269	Wagner, D... .. .	28 "	63	4	6
	See Balance Sheet G		£625	9	10

J II.

BEST'S LONDON STOCK BRICKYARD.

DEBTORS (SUNDRIES), 31st December 1903.

Sales Ledger Folio					
			£	s	d
184	Avery, B.	28	9	7
157	Bracken Bros.	78	9	6
216	Croker, P.	21	5	7
212	Gottlieb, T.	22	10	0
146	James, A.	27	9	4
91	Norfolk & Son	49	3	0
164	Peters, S.	146	2	0
171	Phillips, L.	206	8	0
131	St. George & Co.	412	13	6
120	The Building Company, Lim.	250	7	4
207	Trauer, L.	49	6	3
191	Verity, C.	156	4	0
	See Balance Sheet G	£1 448	8	1

Kl.

BEST'S LONDON STOCK BRICKYARD.

LOOSE PLANT AND APPLIANCES.

LOOSE PLANT.		£	s	d	£	s	d
<i>Aylmer's Field Yard.</i>							
3	Pug Mills and Gearing	30	0	0			
3	Moulding Sheds	5	0	0			
2	Wash Mills	21	0	0			
4	Harrows and Chairs						
2	Sets Slurry Pumps and Gearing	69	10	0			
2	" Well Pumps and 950 feet Run Rods	11	15	0			
2	Chalk Mills and Gear	58	0	0			
4	Offices	3	10	0			
950	Sleepers	11	0	0			
5	Head Tip Wagons	10	0	0			
1,250	ft. Run Planking	1	9	0			
40	Navy Barrows	18	10	0			
1,400	ft. Run Shooting	13	0	0			
15	Off-Bearing Barrows	13	0	0			
3,600	yards Run Hack Caps	54	0	0			
3,600	" Hack Cap Boards	33	0	0			
3,600	" " Lew Boards	33	0	0			
52	Crowding Barrows	42	0	0			
6	Sail Cloths	4	0	0			
	Fitters' Shop, Forge, and Tools	21	0	0			
	About 6 Tons Wheeling Plates	21	0	0			
408	feet (about 4½ tons) Double-faced Rails	13	0	0			
		486	14	0			
	Less 5%	24	6	9			
					462	7	3
<i>Potter's Field Yard.</i>							
2	Breeze Trucks	1	15	0			
4	Sheds (2 Offices and 2 Work Sheds)	19	10	0			
4	Moulding Sheds	5	10	0			
4	Wash Mills	27	10	0			
3	Sets Slurry Pumps	102	0	0			
3	" Well Pumps	10	0	0			
2	Water Tanks (old Boiler)	5	10	0			
6	End-tip Wagons						
4	Side-tip do.	25	0	0			
	Fitters' Shop, Forge, and Tools	24	10	0			
	Winding Drum and Warp	2	10	0			
6	Sail Cloths	11	0	0			
2,400	Caps	38	0	0			
2,400	yards Lew Boards	24	0	0			
2,400	" Hack Boards	24	0	0			
24	Navy Barrows	42	0	0			
63	Crowding Barrows	45	0	0			
5	Pug Mills and Shafting	42	0	0			
2	Sets Well Pumps and Pipes	7	0	0			
		456	15	0			
	Less 5%	22	16	9			
					433	18	3
	<i>Loose Plant</i>				895	5	6
	<i>Carried forward</i>				896	5	6

K¹.

BEST'S LONDON STOCK BRICKYARD.

LOOSE PLANT AND APPLIANCES—(continued).

TOOLS AND APPLIANCES.		£	s	d	£	s	d
<i>Aylmer's Field.</i>							
	Brought forward			896	5	6
2	Lime Sheds ..						
	About 15 dozen Boiler Plates (old 5 ft. 0 in. by 2 ft. 6 in. each) ..			1 10 0			
	Jack Roll ..			4 10 0			
9	Stone Forks ..			0 7 6			
36	Picks and Shafts ..						
6	Punners ..			14 10 0			
6	Rakes ..						
6	Crowbars ..						
500	1/2 inch. Fall Rope ..			1 4 0			
15	Hand Sieves ..			1 12 6			
	Quantity of various Tools in Shed ..			8 0 0			
	of Belting ..			5 0 0			
2	Circular Scrys ..			4 0 0			
8	Upright do. ..			4 0 0			
800	feet Run Planking ..			1 5 0			
	Quantity of Staging for Shoots ..			3 0 0			
6	Galvanised Tanks ..			1 15 0			
1,080	feet Run 3/4 W.I. Pipe ..			4 0 0			
	Sundries ..			3 0 0			
				57 14 0			
	Less 5 % ..			2 17 9			
				54 16 3			
<i>Potter's Field Yard.</i>							
	Quantity of Belting ..	£	s	d			
	of Old Caps and Lew Boards ..	12	0	0			
2	dozen Scaffold Poles ..	5	10	0			
2	Round Scrys ..	1	0	0			
	Water Tank (old) ..	3	0	0			
	Staging ..	2	0	0			
1,000	ft. Run Planking ..	1	10	0			
	Quantity of various Tools in Shed ..	7	0	0			
4	Sheds (2 Offices and 2 Work Sheds) ..	15	0	0			
	Sundries ..	4	0	0			
		52	0	0			
	Less 5 % ..	2	12	0			
				49 8 0			
	<i>Tools and Appliances</i> ..				104	4	3
	<i>See Balance Sheet G</i> ..				£1,000	9	9
SUMMARY.							
	Loose Plant.	Appliances.	Total.				
Aylmer's Field Yard	£462 7 3	£54 16 3	£517 3 6				
Potter's Field Yard	£433 18 3	49 8 0	483 6 3				
	£896 5 6	£104 4 3	£1,000 9 9				

K II.

BEST'S LONDON STOCK BRICKYARD.

FIXED PLANT.

						£	s	d	£	s	d
<i>Aylmer's Field Yard.</i>											
<i>Buildings—</i>						}					
Engine House						
Boiler House						
Machine House						
Stables						
<i>Plant—</i>						}					
Two 30-h.p. Engines					919 0 0	
Moulder's Stool						
Table with Stock Board						
Six Pumps						
Two Boilers, 14 ft. 6 in.						
<i>Potter's Field Yard.</i>											
<i>Buildings—</i>						}					
Engine House						
Boiler House						
Machine House						
Stables						
<i>Plant—</i>						}					
Two 20-h.p. Engines					690 0 0	
Moulder's Stool						
Table with Stock Board						
Five Pumps						
Two Boilers, 12 ft. 8 in.						
<i>See Balance Sheet G ..</i>											
									£1,609 0 0		

L I.

BEST'S LONDON STOCK BRICKYARD.

STOCK - IN - TRADE, 31st December 1903.

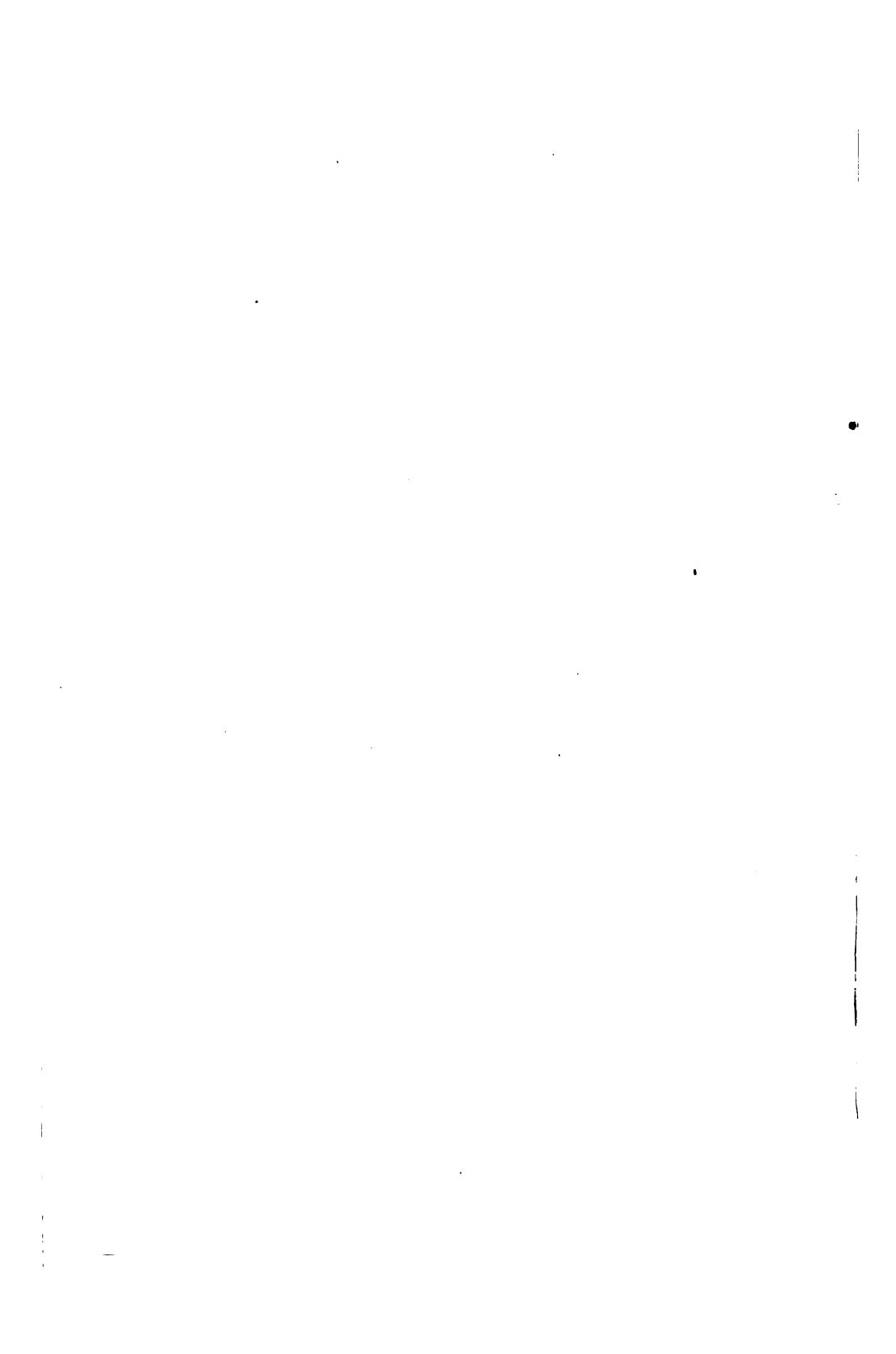
<i>Aylmer's Field Yard.</i>						£	s	d	£	s	d
400,000	In Clamp,	16/-	per 1,000	320	0	0			
20,500	" Stocks,"	20/-	"	20	10	0			
200,000	Seconds,	16/-	"	160	0	0			
168,000	Place,	11/-	"	92	8	0			
69,350	Rough,	12/-	"	41	12	0			
250	Loads Brick Rubbish,	2/-	25	0	0	634	10	0
25	" Bats,	5/6	6	17	6			
108	Yards Flints and Grit,	3/-	16	4	0			
570	Loads Ashes,	3/3	92	12	6			
35	" Chalk,	0/8	1	3	4			
90	Yards Brick Sand	6/6	29	5	0			
									171	2	4
									805	12	4
<i>Coal—</i>											
	Smudge, 90 Tons at	8/-	36	0	0			
	Slack, 85 " " 10/-	42	10	0			
	Steam, 70 " " 14/-	49	0	0			
									127	10	0
	<i>See Balance Sheet G</i>				£933	2	4

L II.

STOCK-IN-TRADE—(continued).

<i>Potter's Field Yard.</i>						£	s	d	£	s	d
340,500	In Clamp,	16/-	per 1,000	272	8	0			
16,000	" Stocks,"	20/-	"	16	0	0			
50,000	Seconds,	16/-	"	40	0	0			
89,000	Place,	11/-	"	48	19	0			
50,250	Rough,	12/-	"	30	3	0	407	10	0
47½	Loads Brick Rubbish,	2/-	4	15	0			
10	" Bats,	5/6	2	15	0			
70	Yards Flints and Grit,	3/-	10	10	0			
140	Loads Ashes,	3/3	22	15	0			
20	" Chalk,	0/8	0	13	4			
40	Yards Brick Sand,	6/6	13	0	0	54	8	4
									461	18	4
<i>Coal—</i>											
	Smudge, 20 Tons at	8/-	8	0	0			
	Slack, 30 " " 10/-	15	0	0			
	Steam, 25 " " 14/-	17	10	0			
									40	10	0
	<i>See Balance Sheet G</i>				£502	8	4

[Note.—This Schedule concludes the accounts of Best's Stock Brickyard at the 31st December 1903.]



CHAPTER IV.

LIST OF BOOKS.

WE now come to the list of books (M-Z), as before-mentioned.

The system adopted is more suitable to the Fletton-Borough Brick Company, but will practically apply in other cases.

Explanatory notes appear in front of each form.

- (M) Cash Book (Bank Account).
- (N) Petty Cash Book.
- (O) Sales Book.
- (P) Bought Book.
- (Q) Sales Ledger.
- (R) Bought Ledger.
- (S) Private Ledger (Nominal Accounts).
- (T) Journal.
- (U) Sales Delivery Notes.
- (V) Wages Book.
- (W) Order Book.
- (X) Stock Book.
- (Y) Ledger Balances Book.
- (Z) Manager's Monthly Report Book.

M.—CASH BOOK. •

Note.—This book agrees with the Bank Pass Book, all cash received is paid in daily to the bank, and entered from the counterfoils of the Paying-in Book.

Cheques are drawn for every disbursement (excepting those items settled out of Petty Cash), and for Petty Cash and other similar advances required to meet smaller and frequent out-goings. Particulars and amounts of cheques drawn are written up from the counterfoils.

All advances made as above are debited to Petty Cashier's Account.

Receipts on Capital Account will have to be entered from the Bank Pass Book, and charges for cheque books, or the collection of country cheques, from the vouchers given by the bank for such charges through the Pass Book.

Cheques drawn in payment of creditors' accounts are entered in the Cash Book to their names, and debited to their Personal Ledger Accounts. If cash is paid for an Impersonal Account—*e.g.*, Buildings, Plant, and Machinery Account—without any previous credit through the Bought Book, it goes to the Impersonal Account direct.

All payments should be numbered consecutively in the Cash Book, and a voucher obtained for each, and such number should be placed on the voucher to facilitate future reference and for audit purposes.

An agreement with the bank should be shown monthly, and it is well to write the agreement in red ink.

It will be seen that the entries given are as varied as possible, and in practice it is believed the transactions will run on somewhat similar lines.

M.

Dr.

CASH

		Forward		Discount									
				£	s	d	£	s	d	£	s	d	
1903				109	12	9	2,411	9	8	
Aug. 24	To Rent Receivable Account—	1 Year's rent of Latimer's Field land		109	
"	" J. Hilton, on Account Sales	127	5	5	0	108	18	6	35	0	0
"	" A. Watson	114	12	17	6	237	19	6			
"	" S. Gardner	129	14	5	0	219	12	0			
26	" J. Barrett	187	12	10	0	269	4	3	566	10	0
"	" T. Shelly	207	18	15	0	420	6	0			
"	" W. Ford	131	3	15	0	55	7	6			
"	" I. Stafford	240	17	7	6	285	4	6			
"	" Bills Receivable—	No. 160—B. Thompson		143	1,030	2	3	
28	" Works Wages and Salaries Account—	Provident Clerks—Accident Claim		P.L. 293	210	8	0	
29	" Bills Receivable—	No. 167—A. Phillips		143	133	19	3	
30	" Buildings, Machinery & Plant Account—	Produce of Sale of old portable Engines		14	350	0	0	
31	" T. Jones, on Account Sales	165	1	7	0	33	15	0	
"	" Bills Receivable—	No. 168—P. Lewis		117	18	0	
				£	195	14	9	£	4,896	10	2		

BOOK.		M.		Cr.	
			£ s d	Voucher No.	£ s d
1903					
Aug. 25	By Petty Cash Advance	Forward	51	294	1,247 12 3
"	" Works Account—				13 0 0
	E. Adams—Current Expenses	153	..	295	75 0 0
26	" Petty Cash Advance	51	..	296	20 0 0
"	" Buildings, Machinery, & Plant Account—				
	Jean Jardinier, Steel Shafting	14	..	297	15 18 8
27	" Tempest & Co., June, Coals	129	..	298	185 6 4
"	" Carriage Account, Great Eastern Rail- way, for June	104	..	299	469 17 5
"	" Works Account—				
	A. Cayne—Current Expenses	153	..	300	77 0 0
"	" Petty Cash Advance	51	..	301	10 16 4
28	" W. Long, Horsekeep—Corn, Hay, &c. ..	126	..	302	12 4 7
"	" Buildings, &c., Account—				
	Jones & Co., Timber for Dryer	15	..	303	24 3 9
"	" Gee & Co., Printing	173	..	304	8 6 4
29	" Commission Account—				
	Woodson & Co., June and July	182	..	305	127 8 6
31	" Miscellaneous Expenses—				
	Cheque Book—250	27	..	306	1 0 10
	K. Lyon, Travelling	27	..	307	7 7 6
"	" Debenture Interest	337 10 0		
	Less Tax at 11d.	18	15 9 4	308	322 0 8
"	" Balance forward to next month		2,617 3 2
					2,279 7 0
					4,896 10 2
Agreement with Bankers:—					
	Pass Book—Dr.	7,816 14 2		
	" " Cr.	5,350 4 2		
	Dr. Balance per Pass Book	2,466 10 0		
	Less Cheques Outstanding—				
	No. N175,206, Jardinier	£15 18 8	..		
	" 175,211, Long	12 4 7	..		
	" 175,212, Jones	24 3 9	..		
	" 175,214, Woodson	127 8 6	..		
	" 175,216, Lyon	7 7 6	..		
			187 3 0		
	Cash Balance as above	£	2,279 7 0		

N.—PETTY CASH BOOK.

Note.—This book is kept on the simplest method, no analysis being made till the close of the month, when it is shown in the manner given on the next opening. The figures are then journalised and posted to the debit of the respective Ledger Accounts from the Summary, the total being posted to the credit of Petty Cash Account.

The amount in hand should be adjusted at the beginning of each month to an even amount by drawing the sum needed to make up £10, £20, £30, or whatever balance in hand experience has shown the exigencies of the business require.

Any large outlays in such books as Postages should be initialed by a responsible official, such books being often kept by the junior in the office—as an instance, such an entry as £2 1s. 8d. paid for trade circulars should be so initialed.

Vouchers for each Petty Cash payment must be obtained and consecutively numbered, and the corresponding number placed on each voucher.

N.

BOOK.

Cr.

1903		Forward	Voucher No.	£	s	d
Feb. 15	By Wilson—Clover	119	11	0	7
17	" Office Expenses—3 local Directories	120	0	8	6
"	" Wilson—Hay	121	0	2	4
21	" Jobson—Horse Shoes	122	1	10	0
22	" Hewlett, Carpenter—Shelves	123	1	0	3
24	" Clark & Co.—Hauling	124	0	13	6
"	" Office Expenses—Cleaning	125	3	0	0
28	" Zimmer & Co.—Planks	126	2	5	6
				2	7	2
	" Balance forward to next month	20	7	10
				4	12	2
				£25	0	0

FEBRUARY 1903.

1903			£	s	d
Feb. 28	By Building, Machinery, and Plant	5	15	0
"	" Works' Expenses	4	11	11
"	" Horse-keep	1	18	6
"	" Carriage	5	4	6
"	" Stationery	0	8	0
"	" Office Expenses—Postages and Sundries	1	3	11
"	" Travelling Expenses	1	6	0
		J. Folio 278	20	7	10
	" Balance to next month	4	12	2
			£25	0	0



O.—SALES BOOK.

Note.—This book is entered up from the carbon copies of the Delivery Notes *recording the despatch of the bricks*, and, as the amount to be sent off in total by daily or other periodical deliveries is known, an amply sufficient number of lines, where needed, is left to allow for subsequent transmissions during the month. By reference to the book it will be seen this may be a whole opening, or perhaps only one line, the latter when the whole order is sent off at once.

Casting can only be made at the end of each month, when the different folios, temporarily kept open for the satisfaction of extended orders, are complete. Then all the separate entries for each Customer's Account are cast, and their totals extended into the Monthly Amount column. The book is then cast for the month, and its total posted to the credit of "Sales Account" in the Private Ledger.

Posting to the Personal Accounts in the Sales Ledger is effected monthly in one total for each account.

If the bricks are supplied to a customer by contract, only those actually delivered are debited to the customer during the month.

A sufficient number of pages should be set aside at the end of the book for dealing with returns, &c.

O.

SALES

Date of Delivery	To whom sold		Quantity		Price		
	Name	Address	Bests	Sec'nds	Per M.	Carri'ge to pay per M.	Total
1903		Forward	627,000	315,000	s d ..	s d ..	s d ..
Mar. 12	Collins, J. & Co. ..	Wimbledon	17,500	..	20 0	17 1	37 1
13	Do. ..	Do.	17,500	..	"	"	"
14	Do. ..	Do.	17,500	..	"	"	"
16	Do. ..	Do.	17,500	..	"	"	"
17	Do. ..	Do.	17,500	..	"	"	"
18	Do. ..	Do.	17,500	..	"	"	"
19	Do. ..	Do.	17,500	..	"	"	"
20	Do. ..	Do.	17,500	..	"	"	"
21	Do. ..	Do.	17,500	..	"	"	"
23	Do. ..	Do.	17,500	..	"	"	"
24	Do. ..	Do.	17,500	..	"	"	"
25	Do. ..	Do.	17,500	..	"	"	"
		(210,000)					
	Forward	837,000	315,000

51

BOOK.

Daily Amount	Ledger Folio	Monthly Amount	Consigned to Station	How Despatched	Remarks
£ s d	..	£ s d		Truck	
..	..	1,008 14 1		1,674	
32 9 0	Wimbledon	32,987	
				65,045	
				235,998	
				1,092	
				27,028	
				1,437	
32 9 0	Do.	67,022	
				106,791	
				106,540	
				1,674	
				21,872	
32 9 0	Do.	200,046	
				1,037	
				26,074	
				2,136	
				235,998	
32 9 0	Do.	41,621	
				1,091	
				449	
				1,600	
				33,621	
32 9 0	Do.	33,623	
				27,028	
				1,040	
				44,926	
				44,928	
32 9 0	Do.	44,931	
				1,070	
				200,004	
				1,721	
				33,007	
32 9 0	Do.	66,821	
				106,791	
				427	
				1,632	
				1,674	
32 9 0	Do.	32,987	
				200,004	
				1,087	
				416	
				237,046	
32 9 0	Do.	237,050	
				1,098	
				716	
				447	
				1,600	
32 9 0	Do.	235,998	
				921	
				1,037	
				1,682	
				40,007	
32 9 0	Do.	40,013	
				1,046	
				206,716	
				1,728	
				1,729	
32 9 0	Do.	18,072	
				18,421	
				156,409	
	49	389 8 0			
..	..	£1,398 2 1			

O.

SALES

Date of Delivery	To whom Sold		Quantity		Price		
	Name	Address	Bests	Sec'nds	Per M.	Carriage to pay per M.	Total
1903		Forward	837,000	315,000	s d	s d	s d
Mar. 26	Collins, J. & Co. ..	Wimbledon	17,500	..	20 0	17 1	37 1
27	Do. ..	Do. (250,000)	22,500	..	"	"	"
17	Mason	Wood Green	20,000	16 6	..	16 6
17	Jenks	Wa'thamstow	14,000	..	20 0	11 3	31 3
18	Do.	Do.	14,000	..	"	"	"
19	Do.	Do.	14,000	..	"	"	"
20	Do.	Do.	14,000	..	"	11 9	31 9
21	Do.	Do. (70,000)	14,000	..	"	"	"
18	Smith	Chelsea	7,000	16 6	12 0	28 6
19	Do.	Do.	7,000	"	"	"
20	Do.	Do.	7,000	"	"	"
21	Do.	Do.	7,000	"	"	"
23	Do.	Do.	7,000	"	"	"
24	Do.	Do.	7,000	"	"	"
25	Do.	Do.	7,000	"	"	"
26	Do.	Do.	7,000	16 6	12 6	29 0
27	Do.	Do.	7,000	"	"	"
28	Do.	Do. (77,000)	..	14,000	"	"	"
	Total	947,000	412,000

O.

BOOK—(continued).

Daily Amount	Ledger Folio	Monthly Amount	Consigned to Station	How Despatched	Remarks
£ s d		£ s d		Truck	
..	..	1,398 2 1		78,921	
32 9 0	Wimbledon	1,640	
				1,645	
				18,075	
				200,046	
41 14 5	29	74 3 5	Do.	17,862	
				17,867	
				41,096	
				150,721	
16 10 0	54	16 10 0	Wood Green	427	
				6,274	
21 17 6	Walthamstow	1,867	
				1,870	
				50,704	
				50,714	
21 17 6	Do.	1,027	
				1,029	
				50,696	
				50,608	
21 17 6	Do.	1,867	
				50,704	
				50,767	
				1,001	
22 4 6	Stratford	812	
				814	
				50,807	
				1,006	
22 4 6	47	110 1 6	Do.	1,870	
				50,704	
				50,714	
				460	
9 19 6	Chelsea	7,827	
				7,828	
9 19 6	Do.	6,942	
				170,060	
9 19 6	Do.	207,012	
				432	
9 19 6	Do.	18,704	
				19,621	
9 19 6	Do.	807	
				205,047	
9 19 6	Do.	213	
				479	
9 19 6	Do.	16,912	
				418	
10 3 0	Addison Road	150,603	
				7,827	
10 3 0	Do.	7,828	
				6,942	
20 6 0	64	110 8 6	Do.	429	
				150,078	
				18,704	
				18,705	
..	P.L. 301	£1,709 5 6			

P.—BOUGHT BOOK.

Note.—In this book are entered all the invoices received for goods purchased on credit, and a corresponding number is placed in the book and on the invoice for reference in the future.

Each item is posted to the credit side of the Personal Account in the Bought Ledger.

The Bought Book is cast monthly, and a Summary of the Purchases made under convenient headings, as shown on the next page, and the totals thus arrived at are posted to the debit of the corresponding Nominal Accounts in the Private Ledger.

A few pages are reserved at the end of the book for entries to adjust the Personal Accounts, where overcharges or errors can be rectified.

P.

BOUGHT BOOK, June 1903.

	Inv'ce No.		Forward	Led'r Fo.	£	s	d
1903					1,136	7	5
June 15	1,433	Gee & Co.—Printing	12	4	8	9
17	1,434	Tempest & Co.—Coal	7	80	9	10
18	1,435	The Patent Bucket Company—Elevator Buckets	31	1	5	6
"	1,436	W. Brown & Co.—Lightning Conductor, No. 4 Kiln	..	35	8	7	6
19	1,437	Goddard & Son—Special Moulds	27	29	8	2
"	1,438	Gee & Co.—Stationery	12	1	7	9
21	1,439	W. Long—Corn, Linseed Cake, &c.	10	14	7	2
23	1,440	W. Brown & Co.—Wire Rope	35	4	9	6
24	1,441	Crowther & Carstairs—Hooks and Chains	32	2	15	0
26	1,442	Barber & Sons—Tools	29	1	18	3
27	1,443	B. Appleyard—Hay	21	2	9	7
28	1,444	M. Levi—Roll Top Desk	44	4	10	0
29	1,445	C. Cohen—Pigeonholes, 2 sets	29	5	6	0
					£1,297 10 5		

SUMMARY OF PURCHASES, 30th June 1903.

P. L. Fo.		£	s	d
133	Coal	336	6	4
117	Oil and Stores	121	8	2
51	Plant	757	10	1
216	Horse-keep	58	6	6
219	Printing and Stationery	14	3	4
75	Office Furniture	9	16	0
		1,297 10 5		

Q.—SALES LEDGER.

Note.—This book contains the personal accounts of the customers, and is posted monthly as to the debit side from the Sales Book, when the quantity and quality—"Best" or "Seconds"—should be given.

The credit side of the Personal Accounts is posted from the Cash Book.

Further adjusting credit entries may be posted from the latter part of the Sales Book.

1000

Q.

THE BUILDERS' WHOLESALE

Dr.

SALES

1902		£ s d		£ s d	
Oct. 1	To Balance	83	2 0
31	" 80,000 Best	125	0 0
Dec. 31	" 150,000 "	150	0 0
1903					
Jan. 31	" 70,000 Seconds	100	9 0
Feb. 28	" 50,000 "	41	5 0
Apl. 30	" 250,000 Best	401	13 4
June 30	" 70,000 Seconds	57	15 0
" "	" 100,000 Best	177	10 0
July 31	" 200,000 "	200	0 0
Oct. 31	" 80,000 "	112	18 4
				£1,449 12 8	
1903					
Oct. 1	To Balance	112	18 4

Q.

SOCIETY, LIMITED.

LEDGER.

Cr.

			£	s	d	£	s	d
1902								
Oct. 15	By Cash	76	77	0	0			
"	" Discount	"	6	2	0			
Nov. 17	" Cash	82	119	0	0	83	2	0
"	" Discount	"	6	0	0			
1903								
Jan. 15	" Cash	117	138	15	0	125	0	0
"	" Discount	"	11	5	0			
Feb. 16	" Cash	122	95	4	0	150	0	0
"	" Discount	"	5	5	0			
Mar. 19	" Cash	127	37	10	0	100	9	0
"	" Discount	"	3	15	0			
						41	5	0
		Bill Book						
June 4	" Bills Receivable (N 466)	52	389	3	4			
"	" Discount (Rebate 1/- only)	C.B. 134	12	10	0	401	13	4
July 17	" Cash	140	118	8	0			
"	" Commission	11. 87	104	2	0			
"	" Discount	C.B. 140	12	15	0	235	5	0
Aug. 18	" Cash	157	185	0	0			
"	" Discount	"	15	0	0	200	0	0
Sept. 30	" Balance			112	18	4
						£1,449	12	8

R.—BOUGHT LEDGER.

Note.—The Personal Accounts in this Ledger are credited from the Purchase Book.

The debit entries are made from the Cash payments.

Further adjusting debit entries may be posted from the latter part of the Purchase Book.

S.—PRIVATE LEDGER.

Note.—This should contain all the Impersonal Accounts, such as the following :—

Capital.
Debentures.
Properties.
Buildings, Machinery, and Plant.
Stock.
Directors' Fees.
Debenture Interest.
Petty Cash.
Transfer Fees.
Rates, Taxes, and Insurance.
Rent.
Stores.
Wages and Salaries, Works.
Wages and Salaries, Office.
Horse-keep.
Coal.
Works Expenses.
Sales.
Income Tax (Commissioners of Inland Revenue).
Commission.
Profit and Loss Account.

The majority of the entries for this book will be obtained from the Journal and from the Monthly Totals of the Sales Book and Bought Book.

S.

Dr.

CAPITAL ACCOUNT.

Cr.

1902			£ s d	1902 Oct. 1	By Balance	£ s d 25,000 0 0
------	--	--	-------	----------------	------------------	---------------------

Dr.

PROPERTIES ACCOUNT.

Cr.

1902 Oct. 1	To Balance		£ s d 17,020 0 0	1902		£ s d
1903 June 5	To Cash, Deposit on Freehold Property adjoining the Company's Works	72	380 0 0	1903 Sept. 30	By Balance	17,400 0 0
			<u>£17,400 0 0</u>			<u>£17,400 0 0</u>
1903 Oct. 1	To Balance		17,400 0 0			

Dr.

ROYALTY ACCOUNT.

Cr.

1903 Sept. 30	To Balance		£ s d 900 0 0	1903 Sept. 30	By assumed Royalty of 1/- per 1,000 Bricks sold ..	64 900 0 0
			<u>£900 0 0</u>			<u>£900 0 0</u>
				1903 Oct. 1	By Balance	900 0 0

T.—JOURNAL.

Note.—The details of nearly all transactions are supplied in the Sales Book, Bought Book, Petty Cash Book, &c., so the Journal entries are few and brief in description.

There will be a certain number of regular entries to be made every month, and at the end of the year there will be many adjusting and transfer entries to be written in, and posted from, this book.

Entries of exceptional character should have full particulars inserted in the Journal, with references to any subsidiary books from which totals may have been incorporated.

T.
JOURNAL.

			£	s	d	£	s	d
1903	Forward	Dr.	9,897	1	6	9,897	1	6
Sept. 30	Sales Account	Dr.	145	5,514	11 10			
	To Carriage		106			5,514	11	10
	For the year ending 30th September 1903.							
30	Sundries	Dr.	36			1,038	17	4
	To Stock Account							
	To write back Stock at 1st October 1902—							
	Stock of Bricks	145	462	0	0			
	Loose Plant	12	311	6	0			
	Coal	133	139	5	0			
	Oil and Sundry Stores	117	65	2	4			
	Hay and Forage	125	61	4	0			
30	Stock Account	Dr.	36	1,561	3 10			
	To Sundries							
	For Stock in hand at this date—							
	Stock of Bricks	145				631	0	0
	Loose Plant	12				571	12	1
	Coal	133				189	4	0
	Oil and Sundry Stores	117				104	8	0
	Hay and Forage	125				64	19	9
30	Profit and Loss	Dr.	252	7,852	6 8			
	To Sundries							
	For Manufacturing Expenses—							
	Wages—Brickmaking, &c	164				3,974	2	6
	Foreman, Drivers, &c.	172				631	3	8
	Coal—Kilns	133				1,045	12	2
	Engine	133				503	8	0
	Oil and Sundry Stores	117				374	6	6
	Machinery Repairs	169				263	0	7
	Works Expenses	176				160	13	3
	Royalty Account (1/- per 1,000 on sales for the year)	5				900	0	0
30	Profit and Loss	Dr.	252	1,876	2 5			
	To Sundries							
	For Trade and Management Expenses—							
	Rates and Taxes	182				369	4	6
	Fire Insurance	189				27	10	0
	Workmen's Compensation Insurance	191				50	0	0
	Manager's Salary	201				500	0	0
	Agents' Commission and Charges	207				375	0	0
	Travelling Expenses	212				23	4	5
	Horse-keep	216				63	10	6
	Stationery	219				56	8	0
	Office Salaries	224				200	0	0
	Office Sundry Expenses	227				58	17	10
	Bad Debts	232				76	2	2
	Law Charges	237				26	5	0
	Audit Fee	240				50	0	0
30	Profit and Loss	Dr.	252	3,403	4 11			
	To Sundries							
	For Special Charges—							
	Debenture Interest	91				675	0	0
	Directors' Fees	95				400	0	0
	Expenditure during Construction written off	101				1,000	0	0
	Depreciation of Machinery	107				1,000	0	0
	Income Tax	119				328	4	11
30	Sales Account	Dr.	145	18,638	10 8			
	To Profit and Loss	252				18,638	10	8
	Transferring Sales for the 12 months ending 30th September 1903.							
			£	49,781	19 2	49,781	19	2

U.—SALES DELIVERY NOTES.

Note.—The form given, which has the advantage of simplicity, is that commonly used.

The Sale Notes should be numbered consecutively, and bound in a book composed alternately of the printed sheet and a similarly numbered sheet, on which a copy can be taken off by means of carbon paper. The originals must be forwarded daily to the consignee after the despatch of the goods.

U.

SALES DELIVERY NOTES.

THE FLETTON-BOROUGH BRICK COMPANY, LIMITED,
FLETTON.

No. 1264

21st May 1903.

Messrs. BROWN & ROBINSON, ALDGATE.

Herewith we beg to hand you particulars of goods forwarded this day, and hope the same may reach you in due course, and to your satisfaction.

Description, 3,500 Best.

Delivery, G.E.R. to Bishopsgate.

Truck No., 19,674.

•

All communications to be addressed to the Fletton office.

1

V.—WAGES BOOK.

Note.—The wages are paid on three different plans :—

1. Foremen and Burners ... Weekly.

2. Labourers ... By the Hour.

(They do all other work except Brickmaking, are always at the yard, and generally have constant weekly employment.)

3. Gangers and Gangs ... By the Thousand Bricks.

(Such work as digging clay, attending to machines, setting bricks in kilns, drawing them from kilns, and loading.)

Sunday is provided for, as it may be impossible at times to do without constant labour.

The wages are settled weekly by cheque, and the Wages Account thus debited.

Where there are other works, a sheet, similarly ruled and made up, should be forwarded by each Yard Manager weekly to the Head Office.

The wages are usually paid every Saturday, including the amounts earned to the evening of the previous Thursday.

V.

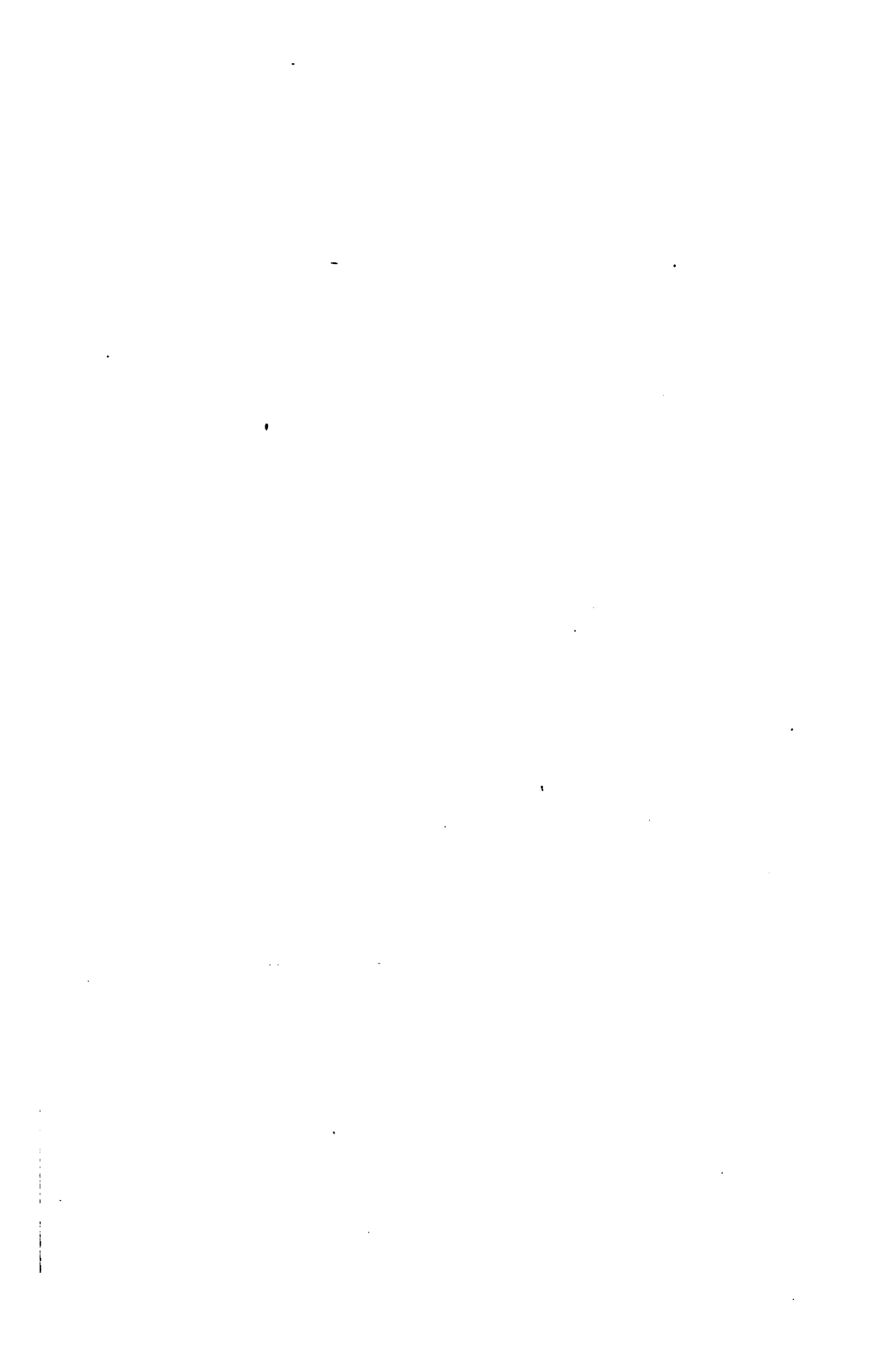
WAGES for week

Names	Fri.	Sat.	Sun.	Mon.	Tues.	Wed.	Thur.
Forward
P. Doherty.. ..	10	6½	..	10	10	10½	11
R. Green	10	6	..	10	10
W. Tyler	10	6½	..	10	10	10½	11
J. Straw	10	7½	..	10	10	10	10
A. Jones
P. Nolan
M. Grace
W. Piggott..
P. Henry
J. Donnison
H. Lesser
W. Potts
W. Morrissey
W. Phelan
Parrott and Gang
Webber and Gang
Beere and Gang
Total for Week

V.

ending 28th May 1903.

Day Work			Piece Work			Amount	
Hours	@		1,000	@			
1,466½	d. ..	£ s d 21 11 6	..	d. ..	£ s d ..	£ s d 21 11 6	
58	4½	1 1 9	1 1 9	
36	4	0 12 0	0 12 0	
58	4½	1 1 9	1 1 9	
57½	4½	1 1 6	1 1 6	
1,676		25 8 6					
..	4 0 0	Foreman Burners
..	1 10 0	
..	1 10 0	
..	1 10 0	
..	Dra wing ..	106½	8	3 11 0	3 11 0		
..	Dra wing ..	125	8	4 3 4	4 3 4		
..	Dra wing ..	120½	8	4 0 4	4 0 4		
..	Callo wing	6 0 0	6 0 0		
..	Callo wing	7 0 0	7 0 0		
..	Making Bricks	242	2/6	30 5 0	30 5 0		
1,676	..	£25 8 6	£54 19 8	£88 18 2	



W.—ORDER BOOK.

Note.—Each order is given a number when received, and at once entered in this book.

Exact particulars of deliveries are written up in the Sales Book from the carbon duplicates of the Delivery Notes (see U), and the folio or folios of the Sales Book entered here when each order is satisfied.

W.

ORDER

From whom received		No. of Order	Date of Order	Quantity	
Name	Address			Best	Seconds
Collins & Son	Wimbledon	1,027	1903 Mar. 5	250,000	..
Mason, W. H.	Wood Green	1,028	16	..	20,000
Smith, Sons & Co.	Chelsea	1,029	17	..	77,000
Jinks, C.	Walthamstow	1,030	17	70,000	..
Hampden, John	Bow	1,031	19	50,000	..
Unity, E. C.	Aldgate	1,032	20	100,000	..
Walkden & Co	Holloway	1,033	23	..	200,000

W.

BOOK.

Price per M.	Total Amount of Order. Net Price at Yard	How to be Despatched		Cleared at Sales Book Folios
20/- and carriage 17/1	£ s d 250 0 0	17,500	Daily, 13 days, beginning 12 March, last despatch to balance order (22,500) to Wimbledon Station	78
16/6 carriage forward	16 10 0	All	To Wood Green Station.. ..	79
16/6 carriage forward	63 10 6	7,000 7,000 14,000	Daily for 7 days to Chelsea Station 2 days each, and balance to Addison Road Station.	79
20/- and carriage 4/3	70 0 0	14,000 14,000	Daily for 3 days to Walthamstow Station (For 2 days) each day to Strat- ford Station.	79
20/- carriage forward	50 0 0	10,000	Daily for 5 days to Bow Station	80
20/- carriage forward	100 0 0	20,000 20,000	Daily 3 days to Hackney Station Daily 2 days to Stepney Station.	80
16/6 carriage forward	165 0 0	14,000 20,000 10,000	Daily for 5 days to Finsbury Park Daily for 5 days to Wood Green. Daily for 3 days to Holloway.	80



X.—STOCK BOOK.

Note.—The entries are made from the Weekly Reports of the company's different Yard Managers (see Z).

At any desired date, by totalling the several columns, the position of the stock, both of green and burnt bricks (subject to a percentage of waste), may be seen. To illustrate this the small inter-lined figures are given.

Every opening or folio only contains *complete* calendar months, and surplus lines can be ruled across, for if broken portions of months were included, the value of the record in columns C and G would be impaired.

The Remarks column should contain such comments as "Easter holidays," "Harvesting takes off labour," "Heavy rains," &c., which go to account for "decreases," and unusually favourable conditions, such as "Very dry weather," which probably produce "increases." These notes need not be numerous, and should be brief, for the Manager's Reports (Z) give detail.

At the close of the company's year (30th September), and oftener if required, the stock of bricks may be taken, and an agreement of the green and other bricks effected.

X.

STOCK

Report No.	Date	STOCK.		
		A Green Bricks Made and Set in Kilns	B Bricks Drawn from Kilns	C Stock of Bricks in Kilns
Old Stock ..		Gross* 1,200,000 ..	Old Stock* 250,000	
Forward 1902 ..		2,864,000 ..	2,994,000	820,000
120	Dec. 6	220,000	346,000	December D. 115,000
121	13	250,000	264,000	
122	20	105,000	120,000	
123	27	127,000	87,000	
		4,766,000	4,061,000	+ 705,000
124	1903 Jan. 3	290,000	287,000	January + 5,000
125	10	320,000	294,000	
126	17	350,000	304,000	
127	24	296,000	307,000	
128	31	290,000	349,000	February + 101,000
129	Feb. 7	352,000	328,000	
130	14	348,000	264,000	
131	21	246,000	214,000	
132	28	307,000	346,000	March + 10,000
		7,565,000	6,754,000	
133	Mar. 7	350,000	358,000	
134	14	346,000	330,000	
135	21	352,000	352,000	April + 75,000
136	28	348,000	346,000	
Half Year.		8,961,000	8,140,000	
137	April 4	353,000	309,000	May + 30,000
138	11	354,000	361,000	
139	18	242,000	212,000	
140	25	360,000	352,000	
141	May 2	352,000	348,000	May + 30,000
142	9	352,000	364,000	
143	16	350,000	340,000	
144	23	362,000	352,000	
145	30	365,000	347,000	
Forward		12,051,000	11,125,000	926,000

* To ascertain Old Stock in Kilns (1st October 1902)

X.

BOOK.

BRICKS DELIVERED.			G Stock of Burnt Bricks in Hand.	Remarks
D Sales	E Used for Co.'s Own Purposes	F Total Delivered		
2,627,000	250,000	2,877,000	367,000	December Heavy Rains, Land- slip, Land Water- logged.
342,000	..	342,000	- D 175,000	
308,000	50,000	358,000		
130,000	.	130,000		
162,000	..	162,000		
3,569,000	300,000	3,869,000	+ 192,000	End of December.
309,000	..	309,000	- D 102,000	January
211,000	100,000	311,000		
287,000	75,000	362,000		
227,000	50,000	277,000		
334,000	50,000	384,000	- D 16,000	February Heavy Rains.
328,000	..	328,000		
104,000	150,000	254,000		
240,000	..	240,000		
346,000	..	346,000		End of February.
5,955,000	725,000	6,680,000	+ 74,000	March (Half Year.)
358,000	..	358,000	+ 124,000	
330,000	..	330,000		
254,000	..	254,000		
320,000	..	320,000		
7,217,000	725,000	7,942,000	+ 198,000	April Easter Holidays.
300,000	..	300,000	+ 80,000	
350,000	..	350,000		
200,000	..	200,000		
304,000	..	304,000	+ 9,000	May
350,000	..	350,000		
356,000	..	356,000		
337,000	..	337,600		
352,000	..	352,000		
347,000	..	347,000		
10,113,000	725,000	10,838,000	287,000	

take 250,000 (No. B) off 1,200,000 (No. A).

Y.—LEDGER BALANCES BOOK.

Note.—This book contains the balances of the various Ledgers taken out at the close of the business year, or any other desired period—*e.g.*, the half-year or quarter.

Each Ledger has a separate sheet, and all the sheets are summarised on that of the Private Ledger.

It is convenient for reference from time to time to ascertain the comparative amount of credit given to different customers.

Y.

LEDGER BALANCES BOOK.

Private Ledger	BALANCES AT 30th SEPTEMBER 1903	£ s d			£ s d		
1	Share Capital	25,000	c	0
5	Properties	17,400	0	0			
8	Royalty (as Sinking Fund on above)	900	0	0
10	Debentures	15,000	0	0
25	Kilns, &c., and Fixed Machinery and Plant ..	20,772	19	1			
50	Stock of Bricks, Rolling Stock, &c.	1,561	3	10			
65	Expenditure during Construction	2,426	15	9			
75	Bills Receivable	995	3	4			
85	Bills Payable	1,595	3	11
90	Interest—Reserve	449	11	10
300	Profit and Loss Account	5,506	16	8
151	Reserve for Discount and Bad Debts	500	0	0
	Trade Creditors, per Bought Ledger, Schedule CII,	3,261	13	4
273	Directors' Fees	136	7	1
	Debtors, per Sales Ledger, Schedule DII, ..	2,582	3	11			
Cash Book 56	Cash Balance	6,611	6	11			
		<u>£52,349 12 10</u>			<u>£52,349 12 10</u>		

Z.—MANAGER'S WEEKLY REPORT BOOK.

Note.—This book is kept in duplicate, one sheet being sent weekly to the office and its counterpart retained by the Works Manager. A form with counterfoil may be used, or the Report may be press-copied ; but, if the latter method be adopted, the rulings and headings of the Report should be printed in copying ink.

These Reports are the source of entries in the Stock Book.

The Remarks column (see Stock Book, X) contains primarily information desirable to be brought weekly before the Board as to the conduct of the business.

Z.

THE FLETON-BOROUGH BRICK COMPANY, LIMITED.

WORKS REPORT for the Week ending 23rd May 1903.

						REMARKS.
Green Bricks made	362,000					A very good week—all Machinery now running smoothly.
Bricks drawn from Kilns	352,000					
Stock in hand	287,000					
Orders in hand	1,455,000					
<i>Wages</i>						
Capital Account	£18	2	0	} No. of Men	86	
Revenue Account	72	8	0			
Total	£90	10	0			
<i>Coal Consumed</i>						
Engine	£11	10	3	} No. of Tons	73	
Kilns	24	16	5			
Total	£36	6	8			
<i>Goods Received—Invoices herewith</i>						
Capital Account	£133	16	0			
Revenue Account	125	14	0			
Total	£259	10	0			
<i>Petty Cash Disbursements</i>						
Capital Account	£3	7	8			
Revenue Account	5	8	6			
Total	£8	16	2			
Sales	£472	7	8	No. of Bricks	352,000	
Less Carriage	108	10	6			
Net Sales	£363	17	2			
Amount Collected during week	£177	15	6			

J. ROBINSON, *Manager*

This book "Z" completes the set of Bookkeeping books.]

CHAPTER V.

FORMS.

- (1) Contract Note with Brick Merchant.
- (2) Monthly Statement.
- (3) Setters' Sheet (Brickmaking).
- (4) Drawers' Sheet (Brickmaking).
- (5) Time Sheet (Labourer).

I.

MERCHANTS' CONTRACT NOTE.

WOOD GREEN STATION,
GREAT NORTHERN RAILWAY,
25th May 1903.

BOUGHT CONTRACT NOTE.

I
WE HAVE THIS DAY BOUGHT from THE FLETTON-
BOROUGH BRICK COMPANY, LIMITED.

Quantity :—Two million (2,000,000).

Quality :—Best Pressed Bricks.

Price :—Twenty Shillings per thousand in truck at yard
(Carriage Forward).

Rebate :—1/- per thousand.

Terms of Payment :—Cash Monthly, less a discount of 6d.
per thousand if paid by 20th of the month following delivery.

Delivery :—Equal Monthly quantities, as near as possible,
commencing 1st June 1903, for twelve months.

Conditions :—

It is specially agreed and is the essence of this contract that in consideration of the above-mentioned rebate the bricks bought by me/us under this Contract Note shall not be re-sold as of any other quality than above-mentioned, nor at less than the prices arranged from time to time by The Wholesale Brick Manufacturers' Association, and by the Secretary of such Association communicated to me/us.

In case of non-payment as above, the Sellers may, if they think fit, either stop all further deliveries until the arrears be paid, or cancel the Contract as to all or any part or parts of future deliveries.

In cases of strikes, lockouts, combinations of workmen, fire, or accidents, or stoppage of works of either party to this contract from any cause whatever, such party may suspend this contract during their continuance.

BUILDERS' WHOLESALE SOCIETY, LIMITED.

T. Jones.

I.

MERCHANTS' CONTRACT NOTE.

THE FLETON-BOROUGH BRICK COMPANY, LIMITED.

WORKS: FLETON.

25th May 1903.

SALES CONTRACT NOTE.

WE HAVE THIS DAY SOLD to BUILDERS' WHOLESALE SOCIETY, LIMITED.

Quantity :—Two million (2,000,000).

Quality :—Best Pressed Bricks.

Price :—Twenty Shillings per thousand in truck at yard (Carriage Forward).

Rebate :—1/- per thousand.

Terms of Payment :—Cash Monthly, less a discount of 6d. per thousand if paid by 20th of the month following delivery.

Delivery :—Equal Monthly quantities, as near as possible, commencing 1st June 1903, for twelve months.

Conditions :—

It is specially agreed and is the essence of this contract that in consideration of the above-mentioned rebate the bricks sold to you under this Contract Note shall not be re-sold as of any other quality than above-mentioned, nor at less than the prices arranged from time to time by The Wholesale Brick Manufacturers' Association, and by the Secretary of such Association communicated to you.

In case of non-payment as above, the Sellers may, if they think fit, either stop all further deliveries until the arrears be paid, or cancel the Contract as to all or any part or parts of future deliveries.

In cases of strikes, lockouts, combinations of workmen, fire, or accidents, or stoppage of works of either party to this contract from any cause whatever, such party may suspend this contract during their continuance.

THE FLETON-BOROUGH BRICK COMPANY, LIMITED.

J. Robinson.

MONTHLY STATEMENT.

2.

WORKS: FLETON,

June 1903.

MESSRS. CHAPPELL & VICKERY, LONDON.

Dr. to THE FLETON-BOROUGH BRICK COMPANY, LIMITED.

All orders are booked subject to Strike, Lock-out, and Accident Clause, as in the Coal Trade; also to reply within 7 days. All prices are quoted conditionally upon subsequent acceptance of order in writing, and are for Cash on the 20th of the month following each month's delivery. Prices given on application at the works and other offices are those of the day only, and subject to alteration without notice.

					Truck No.	Price			
							£	s	d
1903	By Balance of April Account..			51	15	0
May 9	„ 7,500 Bricks	26/- deliv'd	9	15	0
10	„ 12,000 „	„	15	12	0
11	„ 4,000 „	„	5	4	0
12	„ 8,000 „	„	10	8	0
								92	14 0

Payable £67 3 5 in Cash

25 10 7 by Acceptance (Draft herewith).

£92 14 0

3.

SETTERS' SHEET.
WEEK ENDING 23 MAY 1903.

	No. 1 KILN		No. 2 KILN		No. 3 KILN		No. 4 KILN	
Day	Quantity set in Chamber	No. of Chamber	Quantity set in Chamber	No. of Chamber	Quantity set in Chamber	No. of Chamber	Quantity set in Chamber	No. of Chamber
FRIDAY	22,000	4	17,000	7	20,000	3	—	
SATURDAY	10,000	5	12,000	8	10,000	4	—	
MONDAY	13,000 21,000	5 6	12,000	8	15,000	5	—	
TUESDAY	22,000	14	20,000	9	10,000	5	20,000	1
WEDNESDAY	24,000	15	16,000	10	22,000	13	15,000	2
THURSDAY	21,000	16	8,000	10	20,000	14	9,000 3,000	2 3
Total ..	133,000		85,000		97,000		47,000	

	No. 1 Kiln		£	s	d
		133,000	4	8	8
	No. 2 Kiln	85,000	2	16	8
	No. 3 Kiln	97,000	3	4	8
	No. 4 Kiln	47,000	1	11	4
Total		362,000	£12	1	4

Total 362,000 @ 8d.

4.

DRAWERS' SHEET.

Bricks Drawn, Week ending 23 May 1903.

Name of Drawer, M. SHAW & GANG.

No. of Kiln, 2.

	Number of Trucks	Quantity in Truck	Number of Chamber	Quantity Run to Stack	Quantity Loaded from stack	Number of Trucks Loaded from stack
FRIDAY	22,967	4,000	1	4,000		
	22,968	4,000	1			
	8,251	4,000	1			
	4,967	4,000	1			
SATURDAY	23,021	4,000	2			
	23,022	4,000	2			
	14,958	4,000	2			
	14,962	4,000	2			
	8,267	4,000	2			
MONDAY	21,754	2,000	3			
	18,798	4,000	3			
	18,801	4,000	3			
	8,249	4,000	4			
TUESDAY	21,627	2,000	4			
	4,967	4,000	4			
	18,824	2,000	4			
	18,825	4,000	4			
	18,761	4,000	4			
WEDNESDAY	22,967	2,000	5			
	22,968	4,000	5			
	8,272	4,000	5			
	490	4,000	5			
THURSDAY	4,628	4,000	5	..	4,000	1,627
	4,629	4,000	5	..	4,000	1,632
	489	4,000	6	..	4,000	437
	497	4,000	6
TOTAL	96,000	4,000	12,000

SUMMARY :

Drawn from Kiln into Truck	96,000	@ 8d.	..	£3 4 0
Drawn from Kiln to Stack ..	4,000	@ 8d.	..	0 2 8
From Stack to Truck ..	12,000	@ 8d.	..	0 8 0
				<hr/>
	112,000			£3 14 8
				<hr/>

5. TIME SHEET.

THE FLETON-BOROUGH BRICK COMPANY, LIMITED, FLETON.

Name, P. DOHERTY.

Week ending, 23 May 1903.

Day	Hours	
FRIDAY	10	Haymaking
SATURDAY	6½	Cleaning Stables
MONDAY	10	No. 1 Machine Repairs
TUESDAY	10	Dyke in Latimer's Field
WEDNESDAY	10	Carrying Wood
THURSDAY	10	Digging at Siding

Total	56½ hours @ 6d. per hour	£ s d 1 8 3
Piecework .. {	Cash on Account	£ s d 0 7 0
	Balance due	1 1 3

Signature, PAT DOHERTY.

[This finishes the Forms 1-5.]

CONCLUSION.

Whilst the space available has not been sufficient to give detailed statements of accounts applicable to more than the two classes of brick manufacture dealt with, it is believed that the contents of the foregoing pages may be of assistance to the bookkeeper in keeping his books, as well as to the accountant who may be called upon to assist in the preparation of the accounts, or to audit the completed Balance Sheet of any of the numerous classes into which the trade of brickmaking is subdivided.

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